



## **COMMUNITY PEG ACCESS EQUIPMENT GRANT DETAILS**

The Community PEG Access Equipment Grant is dedicated to supporting the creation of video programming for the City of Dubuque's public, educational, and governmental (PEG) access channels on local cable television systems. Through this opportunity, equipment is funded to up to 5 individuals and/or organizations each year with an interest in producing content for one of Dubuque's PEG channels.

## **ELIGIBILITY AND PROCESS OVERVIEW**

The Community PEG Access Equipment Grant is open to local individuals and organizations with an interest in developing PEG programming. Those interested must meet eligibility and application requirements.

**WHO CAN APPLY:** Applications for grant funds may be submitted by a City of Dubuque resident or a qualified organization – those with a principal place of business within City limits or a principal regular meeting place within City limits.

Applicants may only receive a grant once every 3 years. Awarded applicants can apply for funding again as long as 3 years have passed, and all requirements and reporting of past funded requests have been met.

**WHAT CAN BE REQUESTED:** Production equipment related to the creation of proposed public access programming is applicable for this request. Applicants must complete the application process which includes a description for proposed public access programming, a list of requested equipment, justification for the requested equipment, and a proof of quote to confirm pricing.

Computers, laptops, drones, and subscription-based software are not applicable through the Community PEG Access Equipment Grant.

The total requested amount for the Community PEG Access Equipment Grant **may not exceed \$5,000 per application for individuals or \$10,000 per application for organization.**

*Requests under \$5,000 will be required to produce a minimum of 5 programs with a cumulative total run time of 30 minutes. Requests of \$5,000 or above will be required to produce a minimum of 10 programs with a cumulative run time of 60 minutes. If a request to deviate from these requirements is submitted and approved, the approved changes will become the new required guidelines. The request to deviate must be included in the original application and outlined in proposal for programs.*

**BY WHEN:** Community PEG Access Equipment Grant applications are open once a year and will be reviewed and considered by the Cable TV Commission for funding. **The application deadline for the next review will be at a date determined by the Cable TV Commission.**

The Cable TV Commission will review applications at a meeting during which they will consider their support and approval of up to 5 selected applicants..

**CONSIDERATION PROCESS:** Commissioners will vote to either recommend funding, partial funding, or not funding the Community PEG Access Equipment Grant requests based off the following criteria:

- Eligibility requirements
- Completion of application materials
- Requested equipment supports the production of proposed access programming
- Applicant demonstrates sufficient knowledge regarding use of requested equipment

Please note, the Cable TV Commission serves as an advisory commission. Their recommendations related to Community PEG Access Equipment Grant requests will go before the Dubuque City Council for final approval.

**APPLICATION REQUIREMENTS:** Submissions for the Community PEG Access Equipment Grant are open and reviewed once a year. Applications must be received by a date determined by the Cable TV commission to be considered for the current grant-cycle. Applications must be completed online using the Community PEG Access Equipment Request form and will require applicants to provide:

- Public Access Programming Proposal
  - Applications must include details of video programming that the applicant intends to produce with support of the Community PEG Access Equipment Grant. Details should include program titles, descriptions of content, approximate lengths, and total number of programs intended to produce. Please refer to the Dubuque Cable Access Policy and Procedures Guideline for acceptable programming.
  - *NOTE: Requests under \$5,000 are required to produce a minimum of 5 programs with a cumulative total run time of 30 minutes. Requests of \$5,000 or above are required to produce a minimum of 10 programs with a cumulative run time of 60 minutes. If a request to deviate from these requirements is submitted and approved, the approved changes will become the new required guidelines. The request to deviate must be included in the original application and outlined in proposal for programs.*
- Requested Equipment List
  - An equipment list that includes a product name, model number, and quantity for each requested item must be submitted.
- Plan for Use of Requested Equipment
- Applicants must provide a short explanation about how the requested equipment will be used and how it will assist in the production of the applicant's proposed list of public access programming.
- Quote and Pricing Confirmation
  - A quote must be provided for each listed item to confirm pricing. A proof of quote must come directly from a vendor or a vendor's site.

The quote must show the requested items, listed prices, and quantities.

- A PDF of a shopping cart is an acceptable proof of quote, however it must list each item, cost, quantity, and clearly show that it is from a vendor's website.

*Please note that if selected, staff will collect additional vendor quotes referencing the submitted equipment list. Not all requested equipment is guaranteed, and staff may recommend alternative items based on price, availability, and vendors that accept and process tax-exempt purchases.*

## **TERMS OF AGREEMENT**

If a Community PEG Access Equipment Grant request is supported by the Cable TV commission for funding, the applicant must enter into an agreement with the City of Dubuque for proper use of the equipment. A typical agreement includes, but is not limited to, the following requirement:

- Equipment is used solely for non-commercial purposes.
- A portion of the required programming is produced and aired within 6 months of receiving equipment.
- The total required amount of programming be produced and aired within 14 months of receiving equipment.
- A final grant report is presented within 18 months of receiving the equipment to the Cable TV Commission which includes:
  - List of access programming created, including total run times and short description of each program.
  - Video sample of programming created.
  - Written report of any significant deviations from submitted programming proposal.
- Recipient commits to producing content, including all key production elements, without the substantial use of artificial intelligence (AI) assistance.

- The awarded equipment remains property of the City of Dubuque.
- All equipment must be returned to the City of Dubuque if applicant fails to fulfill the terms of agreement within 18 months of receiving equipment.
- When terms of agreement are completely fulfilled, terms of agreement are in void and the City of Dubuque releases ownership of the equipment to the awarded applicant.

**Non-applicable purchases:** Computers, laptops, drones, subscription-based software, and equipment determined by the commission to not have significant value or relation to the creation of PEG programming.