**Program Guide**

This guide identifies what is eligible for Non-profit Tech Grants and gives you information on how to complete an application.

**What are the Non-Profit Tech Grants?**

The Non-profit Tech Grants will support the acquisition of technology to increase efficiency and effectiveness of non-profits for:

1. **Operational Improvements**
   This could include a new laptop for an employee, a new phone system for office locations or new software to streamline operations.

2. **Programming**
   This could include technology used to adapt how programming is offered such as tablets for remote programming or a projector and screen for outdoor events.

Non-profit Tech Grants are designed to help strengthen community-serving non-profits’ access to resources, guidance, technology and overall sustainability which is a priority in the Columbia Basin Management Plan: Strategic Priorities 2020–2023.

**Who can apply?**

Eligible applicants include registered non-profits in good standing who actively deliver programs that support broad public good (not programs that primarily benefit membership) and First Nations communities in the Columbia Basin Trust Region.

**Program Updates for 2022**

1. Eligible costs now include software purchases, cloud service subscription fees and/or configuration, website updates, Ecommerce services, training and installation costs.

2. The grants do not fund technology for public access. See the Community Technology Program: [Community Technology Program (ourtrust.org)](https://ourtrust.org).

**Is there support available?**

A Program Advisor is available to support eligible applicants in determining needs and selecting technology. Email techgrants@ourtrust.org or call 1.800.505.8998 as early as possible to discuss your project.

**When is the application deadline?**

September 15, 2022 at 2:00 p.m. PT / 3:00 p.m. MT.
How much will the Trust fund?

Up to 90 per cent of total project costs can be requested from the Trust. Applicants must demonstrate that they are contributing at least 10 per cent of the project costs from sources other than the Trust. In-kind contributions will not be counted toward the 10 per cent.

- Requests for hardware should be in the ranges below based on the organization’s annual operating budget.
- No maximum request limits are set for installation & training, software purchases, new cloud service subscription fees and/or configuration, website updates, Ecommerce services; however, the organization’s broad community impact, its annual operating budget and other confirmed revenue sources will be considered when reviewing requests.
- Applicants will be asked to prioritize their requests in the application.

<table>
<thead>
<tr>
<th>Previous Year’s Annual Expenses (Operations &amp; Programming)</th>
<th>Hardware for Operational Improvements</th>
<th>Hardware for Programming</th>
<th>Installation &amp; Training</th>
<th>Software purchases, cloud service subscription fees and/or configuration, website updates, Ecommerce services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $100,000</td>
<td>up to $3,000</td>
<td>up to $3,000</td>
<td>No maximum</td>
<td>No maximum. However, subscription fees are limited to two years.</td>
</tr>
<tr>
<td>$100,001 - $500,000</td>
<td>up to $5,000</td>
<td>up to $5,000</td>
<td>No maximum</td>
<td>No maximum.</td>
</tr>
<tr>
<td>More than $500,000</td>
<td>up to $10,000</td>
<td>up to $10,000</td>
<td>No maximum</td>
<td>No maximum.</td>
</tr>
</tbody>
</table>

What types of costs are eligible?

The types of costs that may be eligible include but are not limited to:

- Computers (e.g. desktop, laptop, tablet);
- Telephone systems or cell phone purchases (hardware only; excludes monthly plans);
- Multi-functional printers/photocopier/scanners;
- Network equipment (e.g. switches, routers, wifi hardware etc.);
- Video-conferencing equipment (e.g. tv, monitors, projectors, webcams);
- Related equipment (e.g. keyboards, speakers);
- Technology or hardware to support operations or to be used for program delivery;
- Software purchases;
- Cloud service subscription fees for up to two years for new products;
- Software configuration;
- Fees for the creation or upgrades to websites or Ecommerce services;
- Fees or expenses related to training; and
- Installation costs and reasonable renovations required for the above.

Organizations must retain ownership of the technology for at least four years or until the technology is at the end of its useful life and make budget plans to continue subscription fees.
What types of costs are not eligible?

Ineligible costs include the following:
• Lease or rental of hardware;
• Maintenance;
• Administration costs; and
• Retroactive costs (e.g. costs that have already been incurred prior to funding approval).

Individual project eligibility is determined by the Trust at its sole discretion.

How does the Trust select projects for funding?

The Trust often receives requests for more funding than what is available and will prioritize requests from eligible applicants that:
• have permanent staff;
• have physical office location(s) within the Trust region that are not a home residence; and
• actively deliver programs that support broad public good with low financial barriers for the public to access.

In addition, the following criteria may be used to prioritize requests:
• Operational Improvement requests;
• Requests from organizations that serve vulnerable populations;
• The request demonstrates confirmed financial commitments; and
• Requests that demonstrate a component of local economic benefit (e.g. employment, purchase from local suppliers).

When will organizations hear the results?

The review process usually takes up to eight weeks from the application deadline. We will contact you by email, at the address on your application form, to let you know if your project has been approved for funding. Prior to approving any projects, Trust staff may contact you during the evaluation phase to request additional information. If approved, we will also let you know whether there are conditions you will need to address. Trust funding can only be put toward approved expenses after you have been approved for funding and an Agreement has been signed.

Note:
• For grants of $10,000 and under, if you are approved for funding the Application becomes the contract.
• For grants over $10,000, if you are approved for funding a Contribution Agreement will be drafted for Signature.
What else to keep in mind?

Even if a project meets eligibility criteria, it may not be selected for funding as the Trust often receives requests for more funding than what is available. The Trust retains the right to determine project eligibility and the amount of funding allocated to each project; this may be all or part of what was requested.

Ready to apply?

1. If you would like to work offline, download the Application Worksheet. The Worksheet contains direction and advice on how to complete the Application Form. This is optional and cannot be used as your application.
2. Complete the online application form: https://forms.ourtrust.org/non-profit-tech-grants-program/.
3. Once your application is complete, and you have confirmed all the steps in the Program Guide, click submit. After you submit, you will receive an email confirmation that will contain your application. If selected for funding this application will become your contract.
4. If you need to make an edit to the submitted application before the application deadline, you can do so from the Your Entries and Drafts page on the application form website.

If you are unable to apply online or if you have any questions about the application process, please contact Trust staff at techgrants@ourtrust.org or 1-800-505-8998.