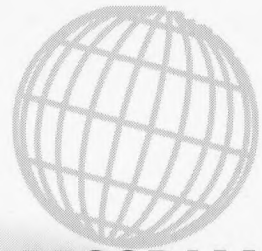


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COMMUNITY ACCESS PROGRAM

Proposal Guide

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COMMUNITY ACCESS PROGRAM

Proposal Guide

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ABOUT THIS PROPOSAL GUIDE

Your proposal to Industry Canada's Community Access Program (CAP) describes how you will establish and operate a CAP site to access the Internet for your community.

This proposal guide provides you with useful information to help prepare your proposal, including:

- general information on CAP
- notes on how proposals are selected for funding
- financial considerations for developing a CAP site
- a step-by-step guide to preparing a proposal
- information on what you must include in your proposal
- contacts for more information.

You should read through this guide in its entirety before completing your proposal. You are encouraged to be creative and innovative, based on local resources and the vision for your site. Your proposal should be no longer than seven pages (plus annexes). This is a competitive process: proposals meeting the selection criteria are the ones most likely to develop into viable long-term projects and, therefore, the ones most likely to be accepted for funding.

ABOUT THE COMMUNITY ACCESS PROGRAM

Industry Canada's Community Access Program (CAP) is designed to help residents and businesses in small and rural communities, with populations less than 50,000, to acquire low-cost access to the Information Highway and to both the economic and social opportunities that it provides. Industry Canada assistance of up to \$30,000 is available to help cover up to 50 percent of the costs for setting up a community CAP site, including equipment, Internet connections, staff, training and technical support. The goal is to fund up to 5,000 rural communities by the 2000-01 fiscal year. CAP is part of the Government of Canada's Information Highway strategy for universal, affordable access.

Program Objectives

CAP has four primary objectives:

- To help raise awareness within Canada's rural communities of the benefits and opportunities of using information technologies and services.
- To accelerate access to, and use of, Information Highway learning tools and services that help sustain jobs and growth in rural communities, and foster the electronic exchange of ideas and information.
- To promote opportunities for local entrepreneurs, employees, educators, students and others to improve their computer, information management and networking skills.
- To foster the conversion of existing government and other services to electronic delivery, as well as the development of new electronic services, with a view to providing better and more economical services to all Canadians, including persons with disabilities, regardless of the size or location of their communities.

The Information Highway and the Internet

The Information Highway is the global information and communications infrastructure that is essential for Canada's growing information economy. This "network of networks" includes telephone, cable, computer, satellite and wireless systems and links homes, businesses, governments and institutions to a wide range of interactive services — entertainment, educational and cultural products, social services, data banks and electronic commerce.

The Internet, a part of the Information Highway, is a worldwide computer network connecting numerous smaller computer networks. Through the Internet, computers of all kinds can share services and communicate directly. Access is provided by telecommunications carriers, commercial service providers and publicly funded networks. Internet use by individuals, businesses and organizations is expanding rapidly.

A CAP Site Defined

A CAP site is the physical location within a community where public access to the Internet is offered. Your proposal may include plans to have more than one location within the community, either immediately or phased in gradually.

Each location may have only one computer, printer, etc., or many, depending on factors such as the purpose of the CAP site or the size of the community. You may use different locations for various activities, but all locations should be accessible to all members of the community, including those persons with disabilities. At least one computer in each location should be capable of being adapted to meet the needs of persons with disabilities.

Eligible Communities

Communities previously funded by the Community Access Program may not re-apply for funding.

CAP is targeted to communities with populations less than 50,000, located away from large metropolitan centres. Non-profit community organizations, such as schools, libraries, economic development corporations, Chambers of Commerce, community networks and social clubs may make a submission on behalf of the community. Many community groups set up a non-profit organization to oversee their CAP site. The sponsoring organization should secure community-wide partnership and support in developing the proposal and planning its implementation.

First Nations communities that have already received funding under the First Nations SchoolNet program are also eligible for additional funding under CAP. Assistance requested through CAP and the First Nations SchoolNet program should not exceed a combined maximum of \$30,000.

A Proposal Covering more than One Community

Should a number of communities work together to network their access sites on a regional basis, they can submit a single proposal if the combined request for CAP funding is less than \$30,000. If the combined request is more than \$30,000, then each community should submit an individual application. Each multiple-community proposal should clearly indicate the partnerships planned and the benefits expected, and should include in its budget only the amount to be spent on the community sites.

More than One Proposal from a Community

CAP seeks to fund only one proposal per community and the submitted proposal should be broadly based. If more than one proposal is received from a single community, it may be difficult to determine whether any of the proposals has community-wide partnership and support. Community groups are encouraged to work together. If you hear of another group in your community working on a proposal, both groups should team up and submit a single proposal. Your proposal may include more than one location for various components, for example, equipment, training and administration.

Opportunities and Benefits

The range of possible opportunities is broad and it will be up to your community to see where they exist and how to develop them. As a starting point, your CAP site should focus on the following opportunities and benefits:

- assistance in generating accessible local content and local applications (such as home pages, electronic town halls or labour exchanges) on the Internet;
- resources to enable local entrepreneurs, educators, young people and others to gain experience in information management, networking and other important employment skills;
- opportunities for creative and meaningful uses of the Internet, such as distance education, remote health care or help for local entrepreneurs in improving competitiveness;
- public access through the Internet to government information and services in Canada or around the world;
- links through the National CAP Website to other rural communities with similar local economic development and job creation objectives; and
- more efficient identification of entrepreneurial, work, investment and promotional opportunities for individuals, businesses and communities.

HOW PROPOSALS ARE SELECTED FOR FUNDING

Selection Criteria

Each proposal will be evaluated and scored by the Provincial/Territorial Review Committee (see below) against five equally weighted criteria. These are: **Need, Organization, Infrastructure, Partnerships** and **Future Development**. More information about each criterion is provided in the section **What to Include in Your Proposal**. Other selection considerations are described as follows.

Services Complementary to the Private Sector

If Internet access to your community is currently provided by one or more commercial Internet service providers (ISPs), you should attempt to partner with them rather than duplicate their efforts. ISPs can be valuable partners in providing training, local content and even CAP sites for people, organizations and businesses that cannot afford a computer and full Internet connection on their own. On the other hand, the people and businesses served from your access site may decide to purchase a computer and get an Internet account with a local ISP. In cases where there are no ISPs in your community, you may generate enough interest in Internet access for someone to start his or her own local business as an Internet service provider.

CAP Site Promotion

In consultation with Industry Canada, CAP sites are required to promote themselves and their progress through communications materials and activities, including an opening event, and other appropriate events, that allow participation by federal representatives.

Official-language Minority Communities

Under the *Official Languages Act*, Industry Canada and the Community Access Program are committed to enhance the vitality of official-language minority communities, as well as to foster the full recognition and use of both English and French. Consequently, proposals submitted under CAP should include specific and adequate measures to respond to the needs of official-language minority groups within their communities.

In order to meet this objective, it is suggested that when you submit a CAP site proposal on behalf of the community, you should seek the participation of local official-language minority group representatives in planning and implementing the site, to ensure that everyone from the community benefits from this initiative. Communities may wish to encourage the development of CAP site content in both official languages.

Competitive Process

CAP projects are selected through a competitive process. Your proposal will be evaluated against all other proposals submitted in your province or territory. All of the proposals received at Industry Canada headquarters on or before the October 31 deadline will be sent to the appropriate Provincial/Territorial Review Committee for evaluation. Each of these committees will then send a short list of proposals to the National Advisory Committee, which, in turn, will allocate funding to as many proposals as resources permit.

All applicants will be notified in writing of the outcome.

Provincial/Territorial Review Committees

Each province or territory has a review committee with representatives from a wide variety of sectors: education and training, library and heritage, business development, rural and economic development, industry and trade, agriculture, and community or non-profit organizations. These committees are responsible for reviewing proposals from their respective provinces or territories and for recommending to the National Advisory Committee which proposals should receive funding.

National Advisory Committee

The National Advisory Committee includes representatives from national organizations involved in education, libraries, tourism, municipal and community development, and information technology and telecommunications. This committee plays a leadership and guidance role in the overall management of CAP's directions and resources, and also administers the annual competition for funding proposals. The committee funds as many of the recommended proposals from the review committees as possible, given the amount of money available.

Joint Agreements with Industry Canada

The governments of New Brunswick and Prince Edward Island have concluded formal frameworks for co-operation with Industry Canada. Under each agreement, CAP and the individual province will work closely together to accelerate community access to the Information Highway through cooperative action. Proposals from communities in these provinces should be directly forwarded to the provincial agency in question. For further information regarding competition deadlines and the proposal process in New Brunswick and Prince Edward Island, please call 1-800-268-6608.

FINANCIAL CONSIDERATIONS

Maximum Funding

Although federal funding will match up to \$30,000 of the total cost of the project on a cost-shared basis, the proposal you submit should have a realistic budget, should be achievable and, most importantly, should meet your community's needs. A request for a lower contribution from Industry Canada demonstrates a higher commitment and contribution from the community. Consequently, you should obtain as much infrastructure and services as possible through in-kind contributions and donations.

Use of Industry Canada Funds

Industry Canada funds are awarded through CAP as part of your site's overall revenue, and therefore they can be allocated toward any part of project development and access site expenses as the community sees fit. Industry Canada funding should represent 50 percent or less of the total cost of the project, and will be available for a period of up to 18 months.

Payment Mechanism

Standard practice is for a service contract to be offered to successful applicants based on their proposals and the Provincial/Territorial Review Committee's recommendations. To meet contractual requirements, contractors will be required to provide reports on project activities, services rendered and project expenditures. All CAP contracts may be subject to federal audit.

Schedule of Payments

Approved funding will be paid in three instalments. Typically, the timing is based on the receipt of progress reports, as follows: 60 percent within one month of contract signing, 20 percent six months into the project, and the final 20 percent near the end of the project. While time lines for individual CAP site projects may vary, experience to date has shown that project contracts generally run for periods ranging from 12 to 18 months.

Audit and Evaluation

There may be random audits or evaluations of your CAP site. Once sites are up and running, Industry Canada representatives and members of the review committee may visit some sites to see how operations are going and to offer guidance and assistance. As part of the CAP contract, participants are also asked to evaluate the project, by using forms provided by Industry Canada as part of the contract.

Revenues and In-kind Contributions

Other revenues could include: nominal and affordable training fees, account access or membership fees (user fees), content creation and server fees, fund-raising and funding from other levels of government.

In-kind donations could include: phone/data lines donated or installed free of charge by the telephone company, modems, hardware and software, training services, Internet access, office space, furniture, and volunteer time, appropriately valued and totalled.

To keep costs down and improve financial viability for your CAP site, you may wish to rely on students and volunteers who will acquire marketable skills in the process.

Expenses

In addition to costs associated with paying any staff (if appropriate), purchasing hardware and software, or paying for line installations and Internet access, there are other costs to consider. These could include: maintenance of equipment; technical assistance; long distance charges; special training services; furniture; supplies such as paper and toner cartridges; custodial services; rental of space for meetings, training sessions, promotion or other events; and administration fees such as insurance, incorporation and audit fees. Other expenses may arise, depending on the nature of your proposal.

Financial Viability

The role of the federal government is to help jump-start broad community access to the Information Highway. As such, the funding you receive from Industry Canada should be spent in the first 12 to 18 months of the project. Plan carefully for ongoing financial viability: only those communities with a workable business plan for continuing this initiative will be considered for funding assistance. It is anticipated that once communities discover the importance and benefits of being part of the Information Highway, they will secure the resources needed to sustain the site after federal funding assistance is spent.

STEPS IN PREPARING YOUR PROPOSAL

Important Dates to Remember

The following approximate time line can help you plan your activities:

- October 31 Proposal deadline
- End of December Selection process completed
- January-February Contracts awarded to successful applicants
- Mid-March Your start-up report and invoice sent to Industry Canada; upon acceptance, Industry Canada sends first instalment*
- August Your interim report and invoice sent to Industry Canada; upon acceptance, Industry Canada sends second instalment*
- Following year Your final report and invoice sent to Industry Canada; upon acceptance, Industry Canada sends final instalment.*

** This takes one month from date of invoice.*

Steering Committee

You may want to form a steering committee of interested partners. Strong partnerships are needed to make your proposal a successful one. Experts from within the community are needed to develop and maintain the required technical, financial and management support. Members should include, but not be limited to:

- **technical consultants**, who can advise on equipment, software, content development, training, accessibility, acceptable use policies for the site and business on the Internet;
- **Chambers of Commerce or economic development organizations**, which can provide financial support and management expertise, and can generate interest within the business community;
- **educational institutions and libraries**, which can provide physical space and equipment for training and access, and people with Internet skills for training and information management;
- **community-based organizations**, which can provide fund-raising and promotional skills; and
- **local and regional governments**, which can provide in-kind or financial support.

The steering committee may consider forming a non-profit organization and registering it with the province or territory as soon as possible after funding is awarded. This will develop the necessary structure and assist in the definition of individual roles within the organization. Community groups having a firm organizational structure are looked upon more favourably by potential investors or contributors.

Existing CAP Sites

Once you have a steering committee established, talk to representatives of already - funded CAP sites — their knowledge and experience will be helpful to you.

If you or someone on your steering committee has E-mail access, you may want to join the electronic discussion group CNet, on the National CAP Website at:
<http://cap.unb.ca>

CNet is a forum for talking about what is happening at local CAP sites, for asking questions, and for sharing successes. To subscribe to the discussion, send an E-mail message to listserv@unb.ca and, in the body of the message, type **subscribe cnet**. Do not put anything else in the message. You will automatically be added to the list and you will receive information on how to participate.

For further information on existing CAP sites, you may also telephone 1-800-268-6608.

Vision

Once you have a sense of what others are doing, develop a vision of what your CAP site can contribute to the long-term growth and development of businesses and services in your community.

A clear vision for your CAP site will allow you to begin putting the pieces together for your proposal. You should assign the responsibility for collecting appropriate information and making contacts to various members of the steering committee, and seek support from other community groups.

CAP Representatives

Industry Canada CAP representatives can be of assistance to you. They have helpful hints on getting started, and they can put you in touch with representatives for existing CAP sites or other technical resources. To contact a CAP representative, call 1-800-268-6608 or send an E-mail message to: comaccess@ic.gc.ca

Writing and Submitting Your Proposal

Once you have consulted with your community, formed a steering committee, created a vision of how CAP will benefit your community, and gathered appropriate information, begin to write your proposal. Identify which community group will submit the proposal on behalf of the steering committee, and who the authorized representative(s) should be for correspondence purposes. Be sure to cover all points identified in the section **What to Include in Your Proposal**.

If you are mailing in your proposal, send three copies (including the completed summary sheet, annexes and letters of support), with a covering letter to:

Director, Community Access Program
Industry Canada
7th Floor
155 Queen Street
Ottawa ON K1A 0H5

WHAT TO INCLUDE IN YOUR PROPOSAL

You are encouraged to be creative and innovative in your proposal, while including some basic and important elements and conforming to the seven-page (plus annexes) restriction. The elements of your proposal should include:

- covering letter
- project summary (1 page maximum)
- need (1 page maximum)
- organization (2 pages maximum)
- infrastructure (1 page maximum)
- partnerships (1 page maximum)
- future development (1 page maximum)
- annexes and letters of support
- summary sheet.

Detailed information on each of these items is provided below.

Covering Letter

Your covering letter should be brief and should be attached to the front of your proposal. It should be signed by the authorized representative of your group.

Project Summary

Provide a brief description of your proposed project, including the objectives, services to be offered, target clientele and the key partners providing ongoing technical and financial support. Clearly state what you hope to achieve by setting up a CAP site in your community.

Need

Describe why there is a need for a CAP site in your community. The following points should be addressed in this description.

Internet Access

The Internet may already be accessible in your community, primarily to those who have computers and modems at home, or to those who are connected through their employer or through a larger institutional setting such as schools, hospitals, or libraries. Questions to address include:

- What is the level of computer literacy, computer and modem ownership and Internet use in your community?
- How is Internet access currently available in your community? Is it available through a local phone number or a 1-800 phone number? Who are the Internet service providers (ISPs) serving your community locally or through long distance calling?
- Do some people in your community have Internet access through their employers, schools, colleges, universities, hospitals, libraries, or through existing community networks? Are there any public access sites to the Internet?
- What is the condition of the telecommunications infrastructure in your community? Is digital switching or fibre-optic cable available? Check with the telephone and cable company for details on what is being planned for the near future.

Economic and Employment Situation in the Community

A CAP project has the potential to create new opportunities for existing businesses and services, as well as to create new jobs in the community. Your community might be able to take advantage of this opportunity, particularly if traditional economic activities are changing. Describe the strengths and weaknesses of your local economy and explain how this project can play a useful role. Questions to address include:

- What size is your community and how far is it from the nearest large centre?
- How has the economic structure changed over the past few years, especially in terms of major employers or industries?

- What are the labour force participation and unemployment rates? What is the percentage of youth unemployment? How have they changed in recent years?
- Does your community or region suffer from an out-migration of young people?
- What unique skills or talents are present in your community?
- Have you conducted formal or informal needs assessments to determine the level of interest and potential use of a site?

Organization

Describe the community organization that will secure and manage the necessary resources to build and sustain a CAP site. Provide an implementation plan for the efficient establishment of your site. The following points should be addressed.

Project and Site Management

It is important to consider how you will manage the whole project and how you will manage activities at each of your sites. Questions to address include:

- Did you assemble a local steering committee to define community and project objectives? Describe who they are and why they have the commitment and experience to succeed.
- What is the structure of the organization that will oversee the development of the site and manage the overall project? Demonstrate that this is an ongoing organization that is not reliant on one or two persons who might leave the community or retire from the project.
- What staff, either paid or volunteer, will be used to manage the site on a day-to-day basis?
- What technical support is available to assist in identifying technical requirements, setting up the site, and maintaining the equipment and software? Will it be someone from the steering committee, or someone from a local ISP or community network?

Implementation Plan

An implementation plan demonstrates that you have thought about the critical time path for bringing the various components of the CAP site to your community.

Questions to address include:

- How will you establish the CAP site? State your time line for the following milestones:
 - selection of the technology and connectivity requirements and configuration
 - hardware and software set-up
 - staff, volunteer and public training
 - overall project evaluation
 - opening date
 - opening dates for other sites in the community, if appropriate
 - marketing and promotional activities.

Volunteers

Volunteers can be critical to the success of your project. Provide a description of the role(s) of volunteers in the project. Volunteers could serve as steering committee members, coordinators, technical advisors, trainers, fund raisers, publicity people and so on. Questions to address include:

- How will you recruit, train and continue motivating volunteers?
- Do you plan to have a formal arrangement with schools or other youth programs to ensure that youth have an opportunity to be involved in the project? Describe these arrangements.

Budget and Financial Planning

You will need to consider both short- and long-term finances. You will receive 60 percent of the Industry Canada funding within one month of contract signing, a second instalment of 20 percent six months into your project, and a final 20-percent instalment near the end of the project. Provide at least a two-year budget for this project, covering the period that would be funded by Industry Canada as well as the following year, when the project would be self-supporting. Questions to address include:

- What are the anticipated capital costs (hardware and software, furniture, accommodation adaptations for disabled persons, other necessary equipment)?
- What are the anticipated ongoing operational costs for Internet connectivity and use, staffing, maintenance, training, office space, advertising, promotion and administration (bank charges, incorporation fees, audit fees)?
- What are the anticipated revenues from user fees, cash donations, fund-raising and Industry Canada?
- What are your in-kind contributions (volunteer hours, services and equipment or space)?

Infrastructure

Provide a description of the proposed site and its characteristics. Describe the hardware and software to be used. The following points should be addressed in this description.

Site Description

Give careful consideration to the location or locations that you choose for your CAP site. Generally speaking, they should be centrally located and accessible to as many people as possible, given the availability of space and equipment. Questions to consider include:

- What is the name and address of each location in your site? Why are you choosing these locations?
- Will separate rooms or buildings be used to provide training and general public access, or will they be in the same room or building?
- What are the proposed hours and days of operation for your site?
- How many work stations will be available at site locations?
- How many people can be accommodated for training and general public access?
- What specialized or adapted training methods and/or tools will be available for people with disabilities? What specialized or adapted furniture is available?
- Both the locations and workstations should be wheelchair-accessible, safe and secure. How will you ensure this?

Equipment

Selecting the right equipment, including software, is important. In many cases, existing equipment in schools or libraries may be made available for your use as an in-kind donation. You may also need to purchase equipment as necessary and as funds permit, including computers, printers, modems, scanners, network servers, software and furniture. Questions to address include:

- What hardware (computers, modems, printers, routers, servers, scanners, satellite dishes) is to be used at each site? Be as specific as possible, indicating, for example, a Pentium computer, a laser printer or a DirecPC satellite dish.
- What software is to be used at each site?
- What steps will be taken to ensure that people with disabilities can use the hardware at your CAP site locations? What steps will be taken to ensure that people with disabilities can use the software to access site content?
- What Internet services (such as E-mail, World Wide Web, file transfer, gopher, telnet) will be available at your CAP site?
- What type and speed of Internet connection (such as direct connection, dial-up access, local area network, DirecPC) do you intend to use? Provide a diagram outlining your connectivity configuration, if available.
- What type of equipment will you require to implement specific programs and features (such as CPU hardware, scanners, imaging and HTML software) that you may consider for future development purposes?

Partnerships

Partnerships will likely be crucial to the success of your CAP site. Provide a description of the total community involvement and commitment to this project. Show financial support in the form of cash and in-kind donations from individuals, businesses, community organizations and local representatives of all levels of government. The following points should be addressed.

Support from Individuals, Businesses and Community Organizations

Many individuals and organizations will offer their “moral support” by encouraging your efforts. More important is “resource support” in the form of **commitments**: cash, in-kind donations, volunteers, use of space, local content and so on. Questions to address include:

- What financial commitments (cash or in-kind donations) have been made by individuals, businesses and community organizations, including existing ISPs or community networks? Provide letters of support that document these donations, rather than standard form letters from organizations praising your efforts. The more evidence you have that real contributions are being made to the project, the stronger your application will be.
- Is there support from local, provincial or national disability groups or associations for your CAP proposal? This can be in the form of letters indicating a willingness to assist you in making your CAP site and contents accessible or it can be in the form of a material (cash or equipment) commitment.

Support from Governments

Try to seek out both resource and moral support from municipal, provincial and federal government representatives, departments and agencies. Questions to address include:

- What is the level of interest and commitment from local representatives of municipal, provincial and federal government departments or agencies? What is the interest and commitment from school or library board officials? Provide letters that document interest and any financial support. If special arrangements for the use of government buildings (such as the use of school buildings in the evenings) have been made, provide a letter indicating that agreement or resolution has been made to permit access.

Partnerships with Neighbouring Communities

You may wish to consider partnering with neighbouring communities. This could include working with an existing CAP site in another community, or pooling the resources of two or more neighbouring communities to complete a strong proposal.

Questions to address include:

- Are you currently working cooperatively with an existing CAP site or a community network? What is the name of that community or network, and what is the nature of the partnership?
- Are you submitting an application covering more than one community? What are the names of the communities? Are they submitting separate applications, or is this the only application for all of the communities?

Future Development

Describe the future directions for your CAP site. Include the economic and social benefits that will accrue to your community. Describe where future revenues and funding will come from. The following points should be addressed in this description.

Effect of Project on Community Goals

Your proposal should demonstrate how the establishment of a CAP site contributes to and enhances overall goals, objectives and activities within the community. Questions to address include:

- How will the Internet be used to support activities and initiatives within the community? What types of local content are planned? Give specific examples.

Effect of Project on Community Skills

The CAP project has the potential to develop new skills among youth, unemployed persons and the work force. Questions to address include:

- What marketable skills will be created or developed in your community as a result of establishing a CAP site?

Another Industry Canada program you may wish to incorporate in establishing your CAP site is the **CAP Youth Employment** program, which employs young people to help implement CAP and introduce communities to the technology of the Internet. CAP Youth Employment participants are able to develop information technology skills including web-page design, multimedia and digitization skills, which can help to promote your unique region at both the community and international level. For more information, call 1-800-268-6608.

Effect of Project on Community Entrepreneurship

A CAP project has the potential to create new business opportunities and jobs in the community. Questions to address include:

- How will new and existing community businesses benefit from using the Internet?
- How will new jobs be created through the Internet?

You may also wish to consider **SchoolNet Digital Collections**, another Industry Canada initiative. Digital Collections enables Canada's youth, ages 15-30, to gain both entrepreneurial and technically-based job experience through converting collections of otherwise inaccessible Canadian material into digital form. This program supports the development of the multimedia industry in all parts of the country and enhances the productivity gains resulting from digitization. For further information, call 1-800-465-7766 or visit SchoolNet Digital Collections on the Internet at: <http://www.schoolnet.ca/collections>

Future Support

It is your responsibility to make your CAP site financially self-sustaining after Industry Canada funds are spent (see also the section on **Financial Considerations**). Questions to address include:

- How will you finance the project when Industry Canada funding ends?
- Are there long-term plans to have more access sites within the community?

Annexes and Letters of Support

Provide supplementary documents such as official letters of support for the project, including concrete evidence of financial commitments (cash or in-kind). Provide examples or copies of media coverage for previous community initiatives, if available.

Summary Sheet

Complete the summary sheet included at the end of this guide after you complete your proposal, copy it and attach it to each of the three copies of your proposal. This summary sheet will be used as a quick “snapshot” of your proposal for the review committees.

COMMUNITY ACCESS PROGRAM CONTACT INFORMATION

Please mail three completed copies of your proposal on or before October 31 to:

Director, Community Access Program
Industry Canada
7th Floor
155 Queen Street
Ottawa ON K1A 0H5

Further information may be obtained through:

Toll-free: 1-800-268-6608
Fax: (613) 952-8711
E-mail: comaccess@ic.gc.ca
Internet: <http://cap.unb.ca>

COMMUNITY ACCESS PROGRAM (CAP)

Proposal Guide Summary Sheet (must be attached to the proposal)

If, in any section of these forms, you find that you need more space, please attach an extra sheet.

Applicant Community

Community and Site Profile

Applicant Name (i.e. name of steering committee, not-for-profit organization)

Community Name(s) (town, village, municipality and township, if applicable) where CAP sites will be located

Community 1.

Prov./Terr.

Population

Community 2. (If applicable)

Prov./Terr.

Population

Community 3. (If applicable)

Prov./Terr.

Population

Site Name(s) (please include location type, street address, and opening hours per week for each proposed site)

Site 1.

Hours

Site 2. (If applicable)

Hours

Site 3. (If applicable)

Hours

Applicant Community

Contact Information

Please list two official contacts for this application. All official correspondence will be sent to the Primary Contact.

Language to be used in official correspondence

English

French

Primary Contact

First Name

Surname

Mr. Ms.

Phone ()

Fax ()

Title and Organization

E-mail Address

Mailing Address

Prov./Terr.

Postal Code

Secondary Contact

First Name

Surname

Mr. Ms.

Phone ()

Fax ()

Title and Organization

E-mail Address

Mailing Address

Prov./Terr.

Postal Code

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