connecting.canadians

COMMUNITY
ACCESS PROGRAM

Providing affordable public access to the Internet for Canadians in rural and urban communities

Welcome
Bienvenue

Canada

What is the Community Access Program?

The Community Access Program (CAP) is part of the federal government's initiative to make Canada the most connected country in the world. Launched in 1994, CAP's goal is to establish 10 000 public access sites to the Internet throughout Canada.

The Internet has become a powerful tool for economic and social development in today's global, knowledge-based economy. The Government of Canada is committed to providing affordable access to the Internet to all its citizens, especially low-income, disadvantaged and young Canadians.

Get connected

CAP's affordable access is an excellent way for individuals and communities to learn about the Internet, develop information technology skills, exchange ideas with others, research information, post community events, or connect to government programs and services. The Community Access Program is your opportunity to explore the advantages of electronic networking for you and your community.

Make a difference

If you would like to get your community connected, send us a proposal. Tell us how a CAP site in your community would make a difference. To help you apply, Industry Canada has prepared a Proposal Guide. See the contact information in this brochure to order your guide or visit our Web site at http://cap.ic.gc.ca

Dial up, hook up, wire up

Whatever the way, it's time to get on the Internet. That's what CAP is all about— helping you and your community get connected.
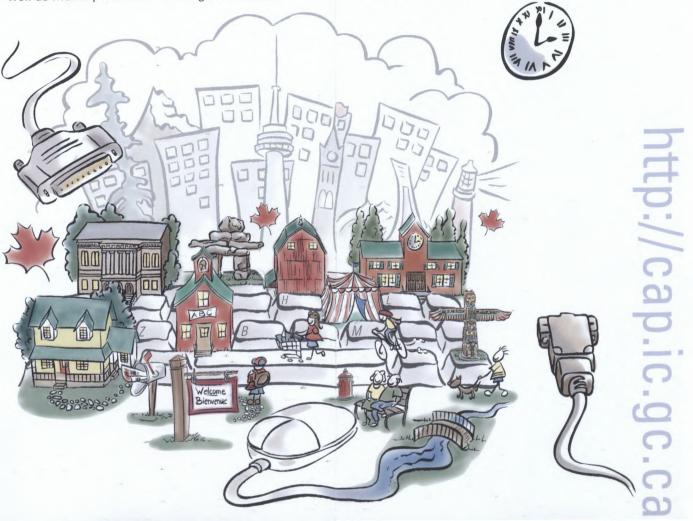
Who can submit a proposal?

Eligible applicants include Canadian organizations such as educational institutions, public libraries, community centres and community networks, as well as municipal and territorial governments.

How is my community selected?

An independent CAP Review Committee for each province or territory evaluates your community proposal. They then submit their recommendations to the CAP National Advisory Committee for final approval.

When are proposals due?

The committees review applications several times a year. Industry Canada posts application deadlines on the Community Access Program Web site at http://cap.ic.gc.ca

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What money is available?

A cost-shared program, CAP funds up to 50 percent of the total cost of your proposal. In urban centres the maximum is $17 000 per site; in rural areas the maximum is $20 000 per site. Your community provides the balance of the resources which can include money from other public or private sources, in-kind contributions of equipment, facilities and services, and revenues generated from the site.

Do partnerships help?

Partnerships are incredibly helpful in both developing your community site and creating a network with other sites. Combining resources and networking can help ensure the long-term success of your site. Jointly managing technical, financial and personnel resources as well as sharing virtual and physical space and assets can reduce overall costs and increase your community's outreach.

Who are likely partners?

Look for partners who:

- currently offer resources to the community;
- are innovative and entrepreneurial;
- are part of active and stable associations; and
- are already using the community infrastructure.

What else do I need?

Volunteers, volunteers and volunteers. Like all good community initiatives, a CAP site requires the support of many dedicated and talented volunteers.

How do I write a CAP site proposal?

The CAP Proposal Guide details the information you should include in your site proposal. However, here is a quick synopsis of the major requirements.

Proposals should be approximately ten pages (excluding appendices) and should include the following:

- **A cover letter**
- **A one page project summary**
- **A project vision**
- **Partnerships**

  Identify what resources partners are bringing to the project such as money, in-kind donations, equipment, facilities, expertise. Include letters of support describing the level of participation from the partners, the commitment of resources, and networking and partnership opportunities.

- **Organization and management**

  Describe how the project will be organized and managed. Include information on the mandate, structure, and technical support.

- **Infrastructure**

  Describe the size and public accessibility of your site indicating how you will adapt staff and equipment. Outline software and hardware needs and who will run the site.

- **Performance and results**

  Detail how you will evaluate and report on the site's performance and results to the Community Access Program and to your community. Set achievable goals and target dates for completion of your site plan. Provide reasonable expectations on the number of site users, an increase in community use of Internet, new business opportunities, skill development prospects and job creation.

- **Financial plan**

  Provide a budget and financial plan detailing capital and operating costs and expected revenues.

- **Appendices**

  Include letters of support.

Contact information

For a copy of the detailed proposal guide, or for more information on the CAP program, please contact:

Tel: 1-800-575-9200

TTY: 1-800-465-7735

Fax: (613) 952-8711

E-mail: comaccess@ic.gc.ca

Internet: http://cap.ic.gc.ca