

ConnectME Authority  
Infrastructure Grant Application

**Due December 7, 2018**

1. **Date:**
2. **Project Title:**
3. **Submitting Entity:**
4. **Grant Amount Requested:**
5. **Total Project Cost:**
6. **Project Contact Information**  
(Please include: Name, Title, Address, Telephone Number, and E-mail Address.)
7. **Party Who Prepared Application**  
(Please include: Name, Title, Address, Telephone Number, and E-mail address).
8. **Executive Summary of the Project**
9. **A description of the geographic area proposed to be served** by the project and sufficient information to establish that it is an **unserved** area, preferably at street-level granularity, and not likely to be served in the near future. (Most applicants conduct independent research to determine if a community has broadband or are sufficiently familiar with the community to know that there is not any terrestrial broadband available). The level of current broadband service in the project area, if any must be clearly documented.

We recommend that applicants find partners among the various providers of broadband services or community-based organizations to use the grant as “gap-financing” to get operational infrastructure installed. The amount of local public and private funding and in-kind contributions will be strongly considered when reviewing the applications.

Eligible for grant funding will be any area that receives broadband service less than 25 Mbps download and 3 Mbps upload. Projects approved for funding must provide service levels of 10 Mbps download and 10 Mbps upload.

Previously funded projects will not qualify for grants to upgrade service. Projects that provide the greatest increase in service delivered will receive higher scores.

All ConnectME Authority grant awardees will be **required** to fully cooperate with the Authority and its contractor, James W. Sewall Company, regarding data collection for the broadband mapping project.

**10. A description of the proposed project, including:**

- a. public-private partnerships and collaborations that have been established;
- b. sufficient information that allows the Authority to determine that without the Authority's action, the installation of advanced communications technology infrastructure in an unserved area would not otherwise occur;
- c. the type of service to be provided, indicating the technology used and the upstream and downstream speeds of the service to be provided;
- d. an estimate of the time required to complete the proposed project;
- e. the number and percentage of households and businesses within the area to be served by the project (i.e. who can be served given technical limitations);
- f. the estimated price per customer of the service to be provided by the proposed project; and
- g. a map (preferably GIS compatible) or list of municipalities or parts of municipalities that may be covered by the proposed project with GEO Codes.

**11. The applicant's financial commitment** to the project in addition to the funding requested from the Authority (additional funds and in-kind contributions);

**12. The estimated number of customers/households who will directly benefit** from the project (provide lists or numbers of potential customers that have indicated a strong commitment to subscribe);

**13. Evidence of community support** for the proposed project, which may include letters or signatures of residents or businesses located within the area of the proposed project (also, provide letters of interest from landowners for placement of facilities and support commitments from municipalities or community groups);

**14. A description of the applicant's experience** relevant to the proposed project; and

**15. A demonstration of financial viability** provided by pro-forma financial statements for the project and company financial statements. Confidential information may be submitted and should be so marked and submitted in a separate file.

Completed applications are due **December 7, 2018**. The ConnectME Authority will make grant awards after reviewing and ranking the applications in December.

The Authority has grant reporting requirements to include progress reports and final completion reports. Grant recipients will be required to report annually for five years regarding household availability, expected subscriptions, and actual subscriptions per project.

**To ensure that all applications are completely and effectively reviewed, please follow the numbered/lettered format of the application above, addressing each section and subsection.** See Grant Scoring Guide for evaluation criteria. Additional information may be included as necessary. Electronic application format is required (Adobe PDF or MS Word) and confidential information should be in a separate file. Submit applications electronically to:

ConnectME Authority Staff  
[Connect.ME@maine.gov](mailto:Connect.ME@maine.gov)

Heather Johnson  
624-9838

Brooke Johnson  
624-9849

**Financial Analysis and Budget**

The budget will be reviewed on reasonableness and accuracy. Provide the following financial information with as much detail as possible:

	ConnectME Grant Funding	Cash Match	In-Kind Match	Other Funding Sources	Total
Personnel					
Contractual Services					
Start up Expenses and Capital Expenditures (Hardware, software, etc.)					
Supplies and Materials					
Telecommunications					
Training					
Travel					
Other costs					
<b>Total</b>					

The ConnectME Authority reserves the right to request additional information deemed necessary to properly evaluate the application.

Please be aware that some of the information in the application may be made available to existing broadband service providers, as required by the ConnectME law and rule.

Confidential information may be submitted, but only those specific portions considered proprietary should be so marked (see also § 4 of the ConnectME rule) and provided in a separate file.