



816 Pacific Avenue  
Santa Cruz, CA 95060

## AGENDA

**BOARD OF DIRECTORS  
Governance Committee Meeting  
February 4, 2016  
5:00 P.M.**

Offices of the Corporation

1. Roll Call

(Chair) Keith Gudger, Tom Manheim, Joe Hall, Nathan Benjamin, Mathilde Rand

2. Oral Communications

Any person may address the Committee during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Committee.

## REGULAR AGENDA

3. Discussion / Action on a CTV Youth Organization Grant Program

Governance Issues and Structure

4. Discussion / Action on Budget and Proposed Equipment

5. Discussion / Action on Grant Application Form, Guidelines and Contract\*

6. Adjournment.

Any person may address the Committee during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Committee may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Committee. Preference will be given to individuals who did not speak at the previous Committee meeting. All speakers must address the entire Committee and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

\* Material included in packet



# Community Television of Santa Cruz County Youth A/V Grant Guidelines

## WELCOME GRANT SEEKERS

Community Television's mission is to foster community dialogue and individual self-expression through television, the Internet, and other electronic media. Funding priority will be given to organizations serving the youth of Santa Cruz County and to organizations which will use these grants to provide content to CTV.

## WHAT WE FUND

We are looking for organizations that enhance academic achievement and prepare youth and young adults for employment, career technical education, or higher education. Our grant program is supported by PEG funds provided for this purpose, collected from cable subscribers and administered by Santa Cruz County.

## HOW WE FUND

We will distribute equipment grants throughout our fiscal year, as the funds become available. Our fiscal year is July 1 through June 30, and we receive our funds in 4 equal amounts towards the end of each quarter. At the end of our grant application cycle we will provide you with a schedule for when you can expect equipment to be available.

## CRITERIA FOR SELECTION

To achieve the interest area goals described above, we will evaluate proposals and select organizations that demonstrate the following:

- A clear mission and related service repertoire
- The need for the proposed project within a defined population
- Alignment between the proposed project and the organization's mission
- Clear and measurable objectives likely to produce results
- Coordination with others and a program that does not duplicate existing programs in the community
- Staff that has the skills and experience to carry out the proposed activities

Our reviewers give priority to organizations that:

- Employ proven strategies to address recognized needs
- Use sound governance and management practices
- Leverage other resources and support

We look for grants that will do the following:

- Address community challenges, underserved populations and/or service gaps
- Articulate desired results, effective methods, and viable plans for maintaining ongoing efforts
- Demonstrate strong community support, capable leadership and knowledge of, and

- involvement in, the communities served.
- Incorporate fresh, innovative approaches that are based on research, experience and best practices in the field
- Use collaborative strategies that support efficiencies, increase effectiveness and build leadership for achieving broader community impact
- Provide content for our channels.

## ELIGIBILITY

Applicants must meet the following requirements:

- Operate as a 501(c)(3) nonprofit, a project under the fiscal sponsorship of a nonprofit, or a public agency
- Benefit residents in Santa Cruz County
- Adhere to a Board-approved nondiscrimination policy regarding employment, governance, and service

## RESTRICTIONS

- Grants may not exceed 25% of the total organizational budget.
- Organizations may apply for competitive grants only one time annually.
- Organizations with a current grant may apply if reports are up to date and the proposed start date for the new grant is after the end of the current program.

## THREE YEAR GRANT POLICY:

Equipment grants are for three fiscal years. All equipment granted under this proposal remains the property of Community Television of Santa Cruz County. Organizations can submit a new grant application at the end of the three year period to replace existing equipment, but will be reevaluated to insure that all grant requirements have been met.

## WE DON'T FUND:

- Endowments or building campaigns
- Operating expenses, including training
- One-time festivals or celebrations.
- Individuals
- Religious organizations.
- Existing obligations, debt retirement, deficits, or retroactive funding.
- Partisan political organizations.
- Academic research.

## APPLICATION PROCESS:

All applicants must apply using our online application between January 1 and March 30 of each year. The process consists of a single application form plus a modified project budget, work plan, organization and beneficiary demographic information, and organizational financial

information. Additional information may be requested during the review process.

All applicants should be prepared to submit the following information upon request:

- A list of current corporate and/or foundation funders with contact names for those institutions (individual donors need not be listed)
- A list of current board members that includes the affiliation for each member (e.g., their primary employer) and indicates which members are officers
- A copy of the organization's board-approved nondiscrimination policy
- A copy of the organization's current annual budget as compared with actual year-to-date income and expenses

AVAILABLE EQUIPMENT LIST: (TBD)



## Community Television of Santa Cruz County Youth A/V Grant Contract

Community Television's mission is to foster community dialogue and individual self-expression through television, the Internet, and other electronic media.

This grant is awarded by Community Television of Santa Cruz County (CTV) subject to the following terms and conditions:

- A) Grantee confirms that it is an organization that is currently recognized by the Internal Revenue Service (the "IRS") as a public charity under sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue Code (the "Code"), and Grantee will inform CTV immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of its tax status described above.
- B) This grant may be used only for Grantee's charitable and educational activities. While CTV understands that the Grantee may participate in the public policy process, consistent with its tax-exempt status, Grantee may not use any CTV grant funds to lobby or otherwise attempt to influence legislation, to influence the outcome of any public election, or to carry on any voter registration drive. This grant must be used for the project identified above, as described in the Grantee's proposal and related correspondence, and may not be expended for any other purposes without CTV's prior written approval. Grantee accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the grant and the use of grant equipment. CTV may request that Grantee return any unused grant equipment, and will return all equipment at the end of the three year grant period.
- C) Grantee will provide to CTV an Annual Report and Audited Financial Statements at the end of Grantee's current fiscal year.
- D) Grantee will provide promptly such additional information, reports and documents as CTV may request and will allow CTV and its representatives to have reasonable access during regular business hours to files, records, accounts or personnel that are associated with this grant, for the purpose of making such financial reviews, verifications or program evaluations as may be deemed necessary by CTV.
- E) Grantee will allow CTV to review and approve the text of any proposed publicity concerning this grant prior to its release. CTV reserves the right to request a screening or preview of any film, video, book, or other such product, during the final production stages, before deciding whether or not to be credited as a funder of the product.
- F) CTV reserves the right to discontinue, modify or withhold any equipment awards to be made under this grant award or to require a total or partial return of any grant equipment, if it, in CTV's sole discretion, such action is necessary:
  - (1) because Grantee has not fully complied with the terms and conditions of this grant;
  - (2) to protect the purpose and objectives of the grant or any other charitable activities of CTV; or
  - (3) to comply with any law or regulation applicable to the Grantee, to CTV, or this grant.
- G) Grantee understands that **CTV retains ownership** of all equipment granted and that said **equipment must be returned** at the end of the three year grant period.
- H) For CTV's files, please have the enclosed copy of this agreement reviewed and signed

where indicated by an authorized officer of Grantee and then returned to us within three weeks of receipt of this agreement. Grantee may wish to have this agreement reviewed by legal counsel.

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of CTV's grant, and hereby certify my authority to execute this agreement on Grantee's behalf.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_