

**VALLEY ACCESS CHANNELS
GRANT APPLICATION**

Name of Applicant: _____ **Phone:** _____

Organization or Group: _____ **Phone:** _____

Organization or Applicant Address: _____

About Your Program:

Name of Program: _____ **Number of Episodes:** _____

Show Length: _____ **Start:** _____ **Completion:** _____

Program Description: (Include Subject, Objective, Audience & Community Involvement)

Grant Information:

Amount Requested (\$300.00 Maximum): _____ **Accept Lesser Amount?** _____

Other Funding: _____ **Past Recipient:** _____

Projected Expenditures (Use Back if Needed):

I have read and understand the guidelines included in this grant and I agree to abide by these rules. Programs are considered property of Valley Access Channels.

Applicant Signature:

_____ **Date:** _____

Approval/Denied: _____ **Manager Signature :** _____

Date: _____

Valley Access Channels Production Grant Program Guidelines and Rules

1. Valley Access Channels Production Grants are given out to the public to encourage the creation and dispersal of locally produced programs. Production grants encourage broader public participation. They also promote a higher quality and quantity of programs for the community.
2. Priorities for Grants are given to any individual, non-profit group, school district or others residing in or project relating to the Central St. Croix Valley Cable Commission franchise area. These include the following municipalities:

Afton	Bayport	St. Mary's Point
Bayport Township	Oak Park Heights	St. Croix Beach
Stillwater	Stillwater Township	
Lakeland	Lakeland Shores	
Marine on St. Croix	West Lakeland	

Grants are available up to \$300.00. Applicant must be 18 years of age or older. Only one application per person and/or per project is allowed. Applications must be delivered in person to Valley Access Offices by 3:00 pm April 1st for period one or October 1st for period two, or if closed, by 3:00 pm the next business day after the deadline dates. Grants shall be awarded twice a year, April 1 and October 1. Applicant will be notified of approval/denial after review and approval by the Cable Commission at their next regular meeting after the deadlines.

3. Applicants cannot pay themselves stipends. Grants may be used for set materials, videotapes, stipends to production crews; stipends to talent and production related expenses. Some things grants cannot be used for include business cards, mileage, postage, food, voice mail for example, Applicants will supply receipts upon completion of project. Any leftover/Unused monies shall be returned to Valley Access Channels. Grant shall be given in two payments: 1/2 upon acceptance of grant and at program halfway point as determined by Valley Access Channels Manager.

4. Grant forms must be filled out in their entirety. Applicants may have to appear in person before the Access Manager and/or the St. Croix Valley Cable Commission to answer questions about grant project. Forms are available at Valley Access channels offices.

5. Applicants must have crew certified with Valley Access Channels. All programs must be produced in full compliance with Valley Access Channels rules and procedures and policies. Projects must be completed within one year of approval or by an agreed upon date (s) as approved by the access manager. Valley Access Channels Manager must also approve delays.

6. Valley Access Channels and the Cable Commission reserve the right to cancel any grant, whether used or unused, should upon review in its sole opinion that grant monies have been misused or the Project has not progressed in a timely manner.

7. Unless otherwise agreed upon, all materials bought with grant money shall remain the possession of Valley Access Channels. Upon completion Valley Access shall receive one or more Copy of program (s). Applicant agrees to allow Valley Access permission to use program for promotional purposes and may be distributed at its discretion.

8. Grants are intended for non-profit, individuals and schools. Applications can be denied for programs selling, promoting or soliciting services and/or products. No grants will be awarded to programming that the Cable Commission deems obscene and/or pornographic. Programs can be denied on content and/or language deemed offensive or would violate the rights and privacy of others. Grants are a privilege not a right.

9. Applicants are responsible for all applicable laws relating to their project. Obtaining Copyrights are the applicant's responsibility. Applicants agree to indemnify the Cable Commission, Valley Access Channels, it's directors, member municipalities, employees, agents and assigns from any damages, whether a suit is brought or not, arising from or in connection with the production, airing, or other distribution of the programming produced as a result of grant monies.

10. Producers will add the following at the end of their program. This program produced with a Grant from Valley Access Channels, Stillwater, MN.

11. Valley Access retains the right to copy, enter in awards, provide to other access stations and cablecast Grant programs at it's discretion.

I declare that the information provided in this application is accurate to the best of my knowledge and that I have read and will abide by the conditions set forth in the Valley Access Channels Grant Program Policies.

Signature

Date

