

**Consideration Guide for the City of Dubuque  
Community PEG Access Equipment Grant Applications**

1. Does the applicant meet the following basic eligibility requirements:
  - They are a resident or a qualified organization (i.e., an organization with its principal place of business or regular meeting place located within City limits).
  - They not have received PEG-funded equipment from the Cable TV Commission since February 2023.
2. Application includes an equipment list that clearly identifies and includes product names, model numbers, and quantities for each requested item and **does not** include ineligible items such as computers, laptops, drones, or subscription-based software.
3. Application includes a comprehensive description of proposed PEG access programming and clearly outlines final productions, including description, lengths that meet requirements, and quantities of proposed programs.
  - Requests under \$5,000 must produce a minimum of 5 programs with a cumulative runtime of 30 minutes.
  - Request over \$5,000 must produce a minimum of 10 programs with a cumulative runtime of 60 minutes.
4. The application explains how the equipment will help create the proposed PEG programming and demonstrates need and understanding of its use.
5. Does the application include a quote that matches the equipment list?
6. Does the equipment request meet the grant limits? Individual applicants can request up to \$5,000, while organizations can request up to \$10,000.
7. If this application includes a request to deviate from the outlined programming requirements, would you agree with the applicant's proposed alternative? Skip if not applicable.