

CPB/Emma Bowen Foundation
Summer Studentship Grant Program
Station Application Guidelines

CPB Summer Work/study Grant Program

February 28 through March 17, 2006

Eligibility: CPB qualified stations selected by CPB to participate in this summer work/study program through the Emma Bowen Foundation.

Funding: Grants of up to \$2,000 per student salary, per summer will be awarded to eligible public broadcasting licensees on a 50% station matching basis.

Application Period: Applications are accepted beginning February 28 through March 17, 2006

Notification: Beginning March 27, 2006 or as soon as possible thereafter:

PROGRAM DESCRIPTION

CPB recognizes the importance of attracting talent to public broadcasting and cultivating the range of voices, backgrounds, cultures, and ideas within the industry. Accordingly, CPB has developed a work/study scholarship program through the Emma Bowen Foundation, an organization that facilitates minority student placements within the media industry. The program will operate as follows:

Stations with successful applications will interview and select students from the Emma Bowen Foundation's pre-screened group of candidates

Stations selecting an Emma Bowen Foundation candidate agree to hire the candidate for up to ten (10) weeks a summer for five (5) consecutive summers.

Stations participating in the program will structure the summer work sessions so that students develop diverse knowledge while working in multiple functional areas of the station.

CPB will reimburse stations for 50% of the student's wages for the summer work session up to \$2,000 per year, for a total of up to \$10,000 over the five-year program period. CPB will also pay into a scholarship fund managed by the Emma Bowen Foundation for the student.

APPLICANT QUALIFICATIONS

- (1) Applications for grant awards will be accepted from CPB-qualified non-commercial educational (NCE) licensees.
- (2) Applications for retroactive funding will not be accepted.

PROJECT QUALIFICATIONS

Projects will be evaluated based on the information provided in the attached application form:

- 1) Overall quality of application
- 2) Geographic location and timely availability of internships for 2006
- 3) Range of opportunities/rotations proposed for students
- 4) Station's prior experience with work/study programs
- 5) Demonstrated commitment of funding, staffing and other resources

CONTACT CPB

Please contact Necola Staples, Emma Bowen Project Manager, at nstaples@cpb.org or 202-879-9678 if you have questions or are interested in learning more about this opportunity. The application deadline is **March 17, 2006**. For those interested stations, there is a **conference call scheduled on Wednesday, March 8th at 3:00 PM (Eastern Time)** with the President and CEO of the Foundation to further discuss this program.

APPLICATION DEADLINES & FILING REQUIREMENTS

Applications for the CPB/Emma Bowen Foundation Summer Studentship Grant Program will be accepted on a rolling basis from February 28, 2006 until 5:00 p.m. ET on March 17, 2006.

Applicants must use the application form located at <http://www.cpb.org/grants/06emmaboweninternships/application.html>

The electronically completed form of the application materials and attachments are due on or before March 17, 2006.

An e-mail message will be sent to the designated contact person at each applying station to acknowledge receipt of the application.

NOTIFICATION

CPB will notify successful applicants in writing beginning March 27, 2006.

AMENDMENTS AND EXCEPTIONS TO APPLICATIONS

Except with the express written permission of the fund administrator, substantive amendments to applications will not be accepted once an application has been filed.

In some instances, additional information or material is required to evaluate an application. If this is the case, applicants will be notified by telephone or by email and will be expected to provide the requested information or as soon as possible, but no later than three (3) calendar days of the request.

Requests for exceptions to any of the administrative requirements or procedures stated in this document are not encouraged. If, however, requests for exceptions are made, applicants must detail and justify proposed exceptions in writing prior to the deadline for submissions. Waiver of any requirement should not be presumed. If granted, exceptions will be conveyed by specific written authorization only. Oral authorization will not be considered valid.

Applicants may withdraw a proposal at any time by written notice to CPB. CPB reserves the right to alter or withdraw this program at any time with no financial, legal or other obligation to any applicant responding or planning to respond.

CPB is not responsible for loss or damage to the material submitted, or for any unauthorized use or misuse of the submitted materials by any third party. Materials submitted for grant

consideration are not considered confidential in nature and may be made public at the discretion of CPB or the fund administrator.

By submitting a proposal, each applicant grants to CPB the right to duplicate, use, disclose and distribute all of the materials submitted for purposes of evaluation, review and research. In addition, each applicant guarantees that the applicant has full and complete rights to all of the information and materials included in the proposal. Each applicant also must guarantee that all such materials are not defamatory and do not infringe upon or violate the privacy rights, copyrights or other proprietary rights of any third party.

CONDITIONS OF AGREEMENT

Once a project is selected for funding, applicants will be required to sign a binding agreement. Until both the applicant and CPB have executed the agreement, CPB makes no express or implied commitment to support the project. Applicants are not authorized to commence work on a project, nor commit monies, until the agreement is fully executed. If applicants opt to commence work or commit monies before having a fully executed agreement, they do so at their own risk. No oral or written statement other than the signed, written agreement will govern or modify the relationship. Under no circumstances will reimbursement be made for any monies disbursed by an applicant prior to execution of a grant agreement.

As a condition of the agreement, applicants must guarantee that, among other things, the project is not defamatory and will not violate or infringe upon the privacy rights, copyrights or other proprietary rights of any third party. Grant recipients must also agree to indemnify CPB against any loss resulting from breach of any of the guarantees contained in the agreement.

Those receiving funds must be able to comply with a number of requirements that will be included in the agreement. These requirements include, but are not limited to:

- (1) A demonstration of plans to complete the five year work/study program;
- (2) Maintenance, for three years following receipt of relevant funds, of all financial records related to the project, which records shall be accessible to CPB, and to the U.S. Comptroller General or other representatives for examination and audit purposes;
- (3) Maintenance, for three years after approval of a final financial report, of a complete file of all subcontracts and other agreements, licenses, clearances and other documents related to the project, copies of which shall be made available to CPB on request;
- (4) Submission to CPB of a copy of any U.S. Comptroller General final audit report concerning the grant award;
- (5) Compliance with equal employment opportunity and nondiscrimination laws and policies;
- (6) Submission of an annual narrative report which documents skills and lessons introduced and/or mastered by the intern during the summer as well as, an outline for training for the following summer with the student; and
- (6) Documentation of total student's wages at the end of each summer in order for stations to receive reimbursement.

Other material terms and provisions will be set forth in the documents provided to each applicant that successfully completes the selection process.