

Alliance of New York State Arts Organizations

COMMUNITY E-INSTITUTE APPLICATION Application Receipt Deadline September 7, 2004

Answers to the following questions will be used to select E-Institute for Leadership participants. PLEASE TYPE. Applications may be submitted by email, fax or snail mail.

Name of Organization _____

Contact Person _____ Title _____

Street/Mailing Address _____

City _____ State _____

Zip _____

Phone _____ Fax _____

Email _____ Website Address _____

Total Organizational Budget _____

Part 1: Organizational Information

Please provide the following information: mission statement and a one paragraph description of programs and services. Please add key staff, total organizational budget and a list of Board of Directors.

Part 2: Applicant Question

**If this is a team application, each member of the team must answer this question.
(Please attach a separate sheet)**

Briefly describe your motivation in wanting to be part of the Community E-Institute. If

you have a community initiative you want to implement and/or facilitate, please describe.

Part 3: Technology Capacity Assessment

If this is a team application, each member of the team must complete this section.

1. Do you have access to the Internet and email from the computer you will be using to participate in the E-Institute.

- yes, from my office computer
- yes, from my home computer
- yes, from both my office/home computers
- yes, there is only one computer in our office that has Internet access and it is shared by several staff members

2. Which of the following best describes the speed and type of Internet access you will use to participate in the program?

- Dial-Up Account with 56 K Modem *
- DSL
- Cable Modem
- T-1 Line
- Other:

What is the name of your Internet Service Provider?

* Please note that while it is possible to use a dial-up connection, some of the video and audio lectures content will be slow.

Is the computer you access on a Local Area Network? If yes, does LAN have a firewall?

Please provide the name and contact email/phone for your Local Area Network administrator or consultant:

3. Hardware

Please describe the technical specs of the computer you will using to participate in the E-Institute.

Operating System:

- Windows 98
- Windows 2000
- Windows ME
- Windows NT 4.0

- Windows XP/Home
- Windows XP/Professional
- Other:

- MacIntosh System 7.5 or lower
- MacIntosh System 8.0
- MacIntosh System 9.0 or higher

Processor Type/Speed

Please check the appropriate processor type and indicate its speed.

Windows Platform
<input type="checkbox"/> Pentium 1
<input type="checkbox"/> Pentium II
<input type="checkbox"/> Pentium III
<input type="checkbox"/> Pentium IV
Other:

MacIntosh
<input type="checkbox"/> PowerMac
<input type="checkbox"/> iMac
<input type="checkbox"/> G3
<input type="checkbox"/> G4
<input type="checkbox"/> Other:

Amount of RAM:

- 64 MB
- 128 MB
- More than 128 MB
- Other:

To find out how much memory is in your machine:

On Windows machines, click on the "My Computer" icon with the **right** mouse button, and select "Properties." Then select the "Performance" tab.

On Macintosh machines, choose "About Your Macintosh" from the Apple Menu.

Monitor Resolution:

- 800 x 600 with 256 colors or higher
- Other:

Does your computer have Sound Blaster compatible sound card and headphones/speakers () Y () N

Set print parameters in the software printing frame	
Print a document	
Send a document to a network printer	
Change default printer	
Load paper	
E-mail:	
Open e-mail	
Save messages	
Create and send messages	
Save messages using folders	
Send attachments	
Save attachments	
Archiving e-mail to be saved	
Deleting old e-mail	
World Wide Web:	
Access Web sites using URLs	
Navigate sites effectively, efficiently	
Download Files	
Creating Bookmark/Favorite folders	
Bookmark/Favorite Web sites of interest	
Conduct a simple search	

Applications must be **RECEIVED** by **September 7, 2004**. Return application to:

Alliance of New York State Arts Organizations
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