

# CABLE UTILIZATION GRANT REQUEST TEMPLATE 2026

**To:** Waterford Township Cable Commission

**From:** *Requester's Name*

**Date:** *Month, day, year*

**Subject:** *Grant Request – Organization or Production Name*

In the body of the request, state your business clearly and define the grant request accordingly.

## What to Include:

An itemized breakdown of the cost (How the money will be used). Actual costs, not projections, or estimates. Do your homework.

Number of personnel that will utilize the grant.

Date of event and/or production.

What will be the end result of utilizing the funds? Examples: Number of shows, new skillsets, new accesses, etc. You must show how receiving a grant will help Media Network of Waterford overall. Additionally, give a timeline for finished productions.

The more information the Cable Commission has the better the odds for approval.

## What Not to Do:

Do not use AI to write your proposal.

Do not pad your numbers.

Do not list equipment needed unless it is a grant request for equipment. All equipment purchased with a Cable Utilization Grant will be the property of Media Network of Waterford. Cable grants are not used to purchase equipment for personal use.

## How to Improve Odds of Approval

Attend the Waterford Township Cable Commission meeting to answer questions and make your case.