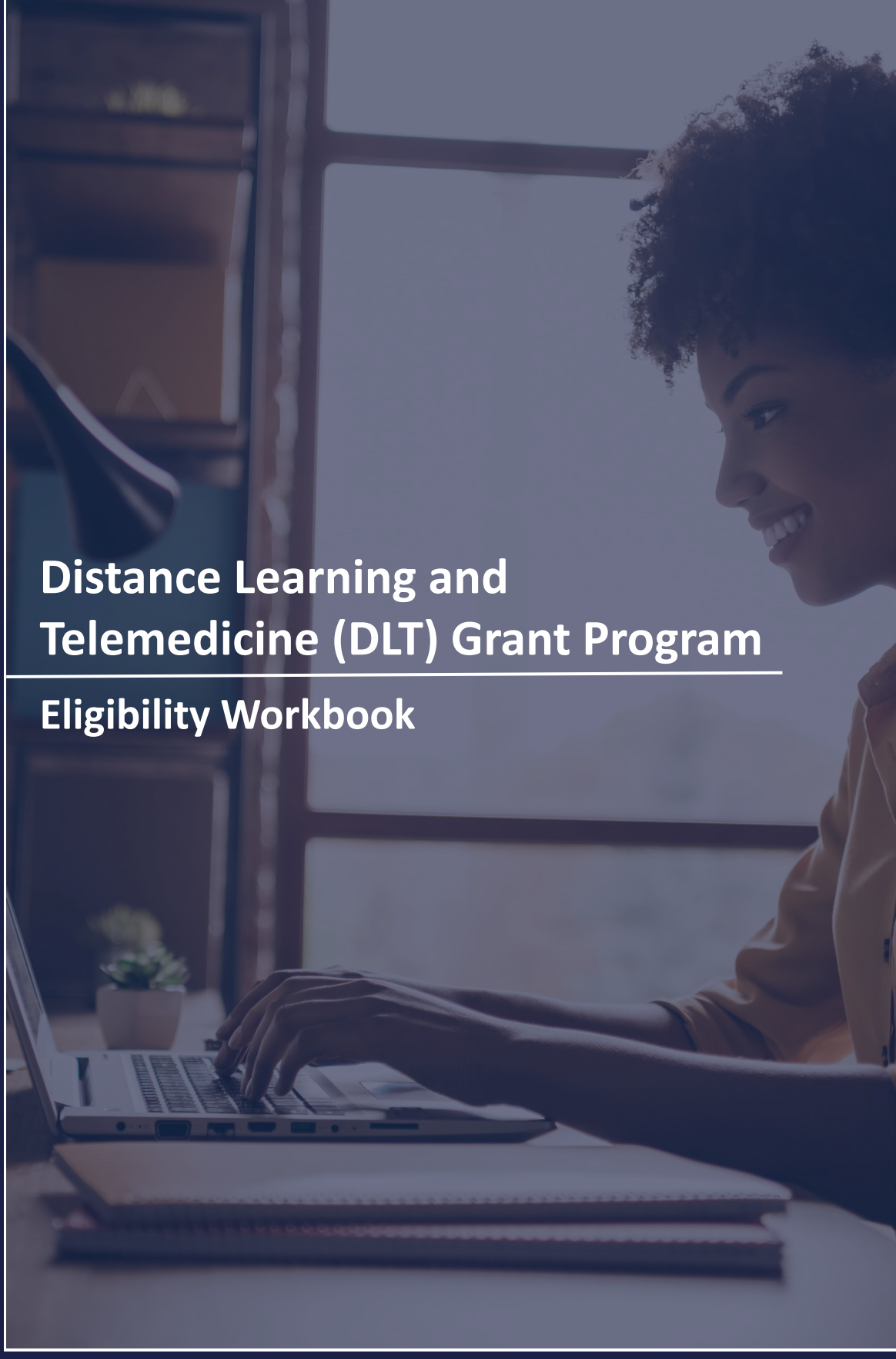


Distance Learning and Telemedicine (DLT) Grant Program

Eligibility Workbook

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Contact us at grantwriting@grantsoffice.com

Understanding this document

This eligibility document is designed to help you organize your thoughts and ideas in one place as you **prepare your grant application**. The questions are structured to build on one another—starting broadly with an overview of your organization and project goals and then moving into more specific details that will ultimately support the development of a strong proposal.

Each eligibility document is customized to align with a specific Notice of Funding Opportunity (NOFO). Grants Office consultants carefully review each NOFO to **identify the core elements you will be evaluated on**, the questions you'll need to address in the application, and any additional components—such as letters of support or required approvals—that you'll need to include. This way, you know the questions you're working on throughout the document are the same ones reviewers will be looking for in your application.

Keep in mind that this document is **meant to serve as a starting point**, not a final draft. You can add as much or as little information as makes sense for you right now. The more detail you provide early on, the stronger foundation you'll have for drafting narrative sections, engaging potential collaborators, and guiding discussions with your grant writer.

Think of this as a flexible tool: **a place to capture your ideas, shape your project framework, and set yourself up for success in the grant writing process!**

Grant: Distance Learning and Telemedicine (DLT) Grant Program
Funder: Department of Agriculture (USDA) Rural Utilities Service (RUS)
Deadline: Anticipated in Spring 2026
Program Page: https://www.rd.usda.gov/programs-services/telecommunications-programs/distance-learning-telemedicine-grants
Project Description (1-2 sentences)

Initial Questions

Does leadership approve of this grant-seeking effort?	
Who will be the point(s) of contact for this engagement at your organization?	
Does your organization know who its grants.gov AOR is? If so, who?	
Will you have partners on this proposal? If so, please list POCs for them.	

Basic Applicant Information (SF-424 Data)

Applicant Organization Name	
Organization SAM UEI	
Organization EIN/TIN	
Workspace ID Number (if known)	
Name of Workspace AOE	
Name of Project / Application POC	

Basic Applicant Information (SF-424 Data)

Congressional District Number(s)	
Project Start Date	
Project End Date	
Grant Request	$
Cost-Share Value (15% of total project costs required)	$
Source of Cost-Share	
Total Project Cost	$

Narrative Components

For the following section, please provide a brief snapshot (2-3 sentences) or bullet point list answering each prompt. Please note that you may also want to include links to specific webpages or shared drive files with requested information or further details.	
Applicant organization's History and Mission	•
Geographic scope and demographic data for population supported by Applicant organization/Project	•
Real Time Distance Learning or Telemedicine Activities	•
Educational (including number of students impacted) or Healthcare (including number of patients impacted) Goals	•
List of Key Personnel from applicant organization & Role in project (up to 5 individuals)	• Name - Role

Please populate this table of Funded Project Participants & Unfunded Informal Collaborators.
Add rows as necessary. *Reminder: include all hub and end user organizations.*
Please also list the preferred vendor you will work with for this project for all technology components.

Organization Name	**Organization Address**	**Administrative Role** (select one: applicant, subrecipient, contractor for funded participant, or unfunded collaborator)	**Funding Amount** (if applicable)

For any organizations that will be funded by the grant, please briefly describe what will occur at their locations and what budget components will be installed/utilized at their property/properties. *Reminder: this should include any end user organizations that are not owned by the lead applicant.*

Organization Name	**Scope of Work**

Please populate this table of project sites. Each physical location (e.g., building) should have its own address; add rows as necessary. *Urbanized Areas are metropolitan areas around communities over 20,000 people. Rurality Score: under 5,000 people (40), 5,001-10,000 (30), 10,001-20,000 (20), over 20,000 (0). SAIPE Score: county poverty percentage of 30% or more (30), county poverty percentage of at least 20% up to 30% (20), county poverty percentage of at least 10% up to 20% (10), county poverty percentage below 10% (0).*

Organization Name	Physical Address Where Equipment Will Be Located	Hub, End User, or Both?	Population & Urbanized Area (if applicable)	Rurality Score	County Poverty %	SAIPE Score



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This free resource was created by the grants intelligence team at Grants Office, LLC.

What is Grants Office?

Grants Office is the leading provider of strategic grant development services for **governments, nonprofit organizations, educational institutions, healthcare providers, and for-profit industries**.

Since 2000, Grants Office's focus has been on a collaborative approach to grantseeking with open communication to ensure successful outcomes.

Grants Office Services:

- Research and Consultation: Identify best-fit grants for upcoming projects and provide next steps.
- Project Building: Advise on project development and material gathering with a particular grant in mind.
- Grant Proposal Writing & Review: Write a competitive and engaging proposal or provide feedback on application materials, ensuring compliance with submission requirements
- Grants Office Communities: Our new grant-search and collaboration platform, designed to streamline your organization's grantseeking