

# Building Digital Skills Grant Round 22 - Guidelines

Be Connected is an Australian government initiative committed to increasing the confidence, skills and online safety of older Australians. Be Connected aims to empower everyone to use the internet and everyday technology to thrive in our digital world. Good Things Foundation manages the Be Connected Grants program.

To help organisations deliver their Be Connected digital literacy program, Good Things Foundation is inviting eligible partners in the Be Connected Network to apply for a Building Digital Skills grant.

## About the Building Digital Skills Grant Program

The aim of the Building Digital Skills grants program is to enable organisations to support older Australians 50+ through free face-to-face contact (if feasible), either one-on-one or in small groups, to develop their digital skills and confidence, utilising the learning courses available on the [Be Connected Learning site](#).

## Delivery and how this is measured

All delivery will be measured by the number of learners registered on Good Things Foundation's data and performance management system - [CaptureIT](#).

Registered learners will need to complete 2 courses or 10 activities from any of the topics on the Be Connected website. Completion of 2 courses or 10 activities should take 30 minutes or longer. We fully expect that the learner journey will continue beyond these minimum delivery goals and best practice would be to complete 4 or more courses.

Other requirements include:

- Attendance at training webinars and/or face-to-face events
- Complete a short monthly survey
- Providing good news stories/leads for case studies
- On completion of delivery, submitting a grant acquittal to show actual expenditure

## Term of Grant and Contract Size

The term of the grant is 12 months.

There are 6 different contract sizes available to apply for. Please apply under the contract you would like to apply for and if you would be willing to accept a different contract size if

you are not successful with your first choice. Please be honest when answering this question as it will help us with assessment and allocation.

Successful applicants will be expected to meet the following requirements as part of the funding program:

### Standard Contracts

Contract size	\$2,500	\$5,000	\$10,000	\$15,000
Number of Older Australians supported to gain digital literacy skills*	50	100	200	300

### Specialist Contracts

Contract size	\$2,500	\$5,000
Number of Older Australians supported to gain digital literacy skills*	25	50

\*Learners must be registered on CaptureIT and complete at least 2 courses or 10 activities within the 12 month term of the grant.

To check if you qualify for a Specialist contract, please use the [Doctor Connect website](#) to enter the location you will deliver your project. Select the tickbox "ASGS 2016" and enter your organisation's address in the "find address" dropdown and click "Search location".

If your location is categorised as one of the following, you can apply for a specialist contract:

- Outer Regional (RA 3)
- Remote (RA 4)
- Very Remote (RA 5)

If your location is categorised as being located in *Major Cities* (RA 1) or *Inner Regional* (RA 2), you do not qualify to apply for a Specialist contract.

Note:

1. If you select the wrong category and are successful, we will amend your contract to the correct region and you will be notified via your notification email.
2. You will be required to register the required number of learners listed in the above table within the 12 month term of the grant.

## Eligibility

Organisations who would like to apply for a Building Digital Skills grant must:

- Be a registered Network Partner within the Be Connected Network
- Provide an ABN number (if applying for a \$5,000 grant or greater)
- Have public liability insurance
- Have acquitted previous grant/s awarded by Good Things Foundation

## Organisations new to the Be Connected Network

Network Partners applying for their first Be Connected Building Digital Skills grant **can only apply for a \$2,500 grant** in the first instance. They will be eligible for a second grant once they have met 80% of their learner registration requirement and have submitted a satisfactory financial acquittal of their grant.

## Existing Network Partners

Network Partners in receipt of an Activation or Building Digital Skills grant who wish to expand the reach of their digital literacy program can apply for a Building Digital Skills grant once they have met 80% of their learner registration requirement.

Network Partners will be limited to two Building Digital Skills grants in any 12 month period.

## What do I have to do for the grant?

Each organisation receiving a Building Digital Skills grant will be required to:

- Support older Australians aged 50+ gain basic digital literacy skills and confidence through free face-to-face contact (if feasible), either one-on-one or in small groups (you can learn more about how to deliver a digital literacy program in our [Delivering Digital Skills](#) webinar)
- Utilise the learning courses available on the [Be Connected Learning site](#) to teach older Australians digital skills
- Ensure learners attending a digital literacy skills session complete a sign-in form
- Register the required number of learners on CaptureIT
- Attend our [learner management](#) webinar within one month of being notified of funding (not applicable for Network Partners who have already attended a learner management webinar)

- Complete a short monthly survey
- Be prepared to share learner journeys and good news stories so that Good Things Foundation can create case studies
- On completion of delivery, submit a financial acquittal to show actual expenditure

## What can the grant be used for?

The funding can be spent on activities that can be justified as supporting older Australians to gain basic digital skills and confidence such as:

- New devices including computers, laptops, tablets
- Upgrading software for devices
- Internet fees
- Digital mentor expenses, including training to be a digital mentor
- Printing of learning materials for older Australian learners
- Police checks for all staff and mentors involved in delivering the Be Connected program
- Marketing/promotional costs

Exclusions:

- Funding cannot be used for capital works (building or construction materials)

## Notification and Payment

All Network Partners will be notified on the outcome of their application via email within two weeks of the application closing date.

If your proposal is successful, the full amount of the grant, plus GST if applicable, will be transferred to your nominated bank account, once a contract has been accepted online and an invoice has been emailed to [connect@goodthingsfoundation.org](mailto:connect@goodthingsfoundation.org).

## Project timeline

Round	Application period	Notification of results	Payments released*	Delivery start & finish date
Round 22	1 March at 09:00 to 26 March 2021 at 23:45 (AEDT)	09 April 2021	19 April 2021	1 May 2021 - 30 April 2022

\*Payments will take around 3 working days to reach the nominated bank account.

## Grant Acquittal and Monitoring

On completion of your project, you must submit a financial acquittal accounting for expenditure of grant funds - you will need to keep receipts of all grant expenditure. The financial acquittal will be due within a month after the grant term ending.

Good Things Foundation staff may also visit Network Partners during the project to review compliance with the grant terms and conditions. You must keep and make available for us on request, receipts of all grant expenditure, hard copies of signing in sheets and marketing material, which must be kept until six months after the contract has ended.

We will provide you with reasonable notice of any compliance visit.

## Grant Terms and Conditions

Please ensure you have read the grant [Terms and Conditions](#) before you commence your application.

## How do I apply?

Applicants need to log in to the [Be Connected Network Partner site](#) and submit their application online.

## Points to note

Organisations need to be a part of the Be Connected Network to apply for a Building Digital Skills grant. If you are not yet a Network Partner, you can join using the [Joining the Network page](#) on our website. You can apply for the Building Digital Skills grant as soon as you submit the Join the Network form. Newly joined Network Partners will receive a phone call from one of our team members to welcome you to the Network and help process your application. There is no need to hold off on your Building Digital Skills grant application before this phone call.

Once your application is complete, please click "**Submit**" which will then allow you to review your application. After reviewing your application, please click "**Confirm**" to **finalise your grant application.**

## Application form

### Step 1 - Accessing application form

Please select your organisation from the drop down box - the organisation you select is the organisation you are applying for funding for. In this section you should only be able to see the organisations that are attached to your account - *Please note that you need to have your browser set to accept cookies.*

There are 6 different contract sizes available:

1. Round 22 - Be Connected, Building Digital Skills 2020/21 - \$2,500 (to support 50 learners)
2. Round 22 - Be Connected, Building Digital Skills 2020/21 - \$2,500 Specialist (to support 25 learners in outer-regional, rural and remote areas )
3. Round 22 - Be Connected, Building Digital Skills 2020/21 - \$5,000 (to support 100 learners)
4. Round 22 - Be Connected, Building Digital Skills 2020/21 - \$5,000 Specialist (to support 50 learners in outer-regional, rural and remote areas)
5. Round 22 - Be Connected, Building Digital Skills 2020/21 - \$10,000 (to support 200 learners)
6. Round 22 - Be Connected, Building Digital Skills 2020/21 - \$15,000 (to support 300 learners)

**Please apply under the contract you would like to apply for.**

### Step 2 - Application questions

#### **Organisation Details** (this section will be pre-populated)

- Organisation ID:
- Organisation Name:
- ABN:

#### **Contact Details** (this section will be pre-populated)

- First Name:
- Last Name:

- Email:

**How did you hear about this funding opportunity?** (dropdown box, please select from the following)

- Twitter
- Facebook
- Google search
- LinkedIn
- Good Things Foundation (e.g. newsletter)
- Other funding site (e.g. Community Grants Hub)
- other

### **Rationale for the Project**

- **Which beneficiary group(s) does your project seek to support?** (drop down box, please select one or more from the following)

- Aboriginal and Torres Strait Islander people
- Culturally and linguistically diverse individuals
- Older people (aged 50+)
- People with chronic/life limiting health conditions
- People with learning disabilities
- People with mental health conditions - mild
- People with mental health conditions - moderate
- People with mental health conditions - severe
- People with sensory impairments
- Physically disabled people

- **What specific issue or problem will your project address?**

*This question has a 100 word limit*

- **What evidence (local/regional/national) have you got to support the need for this project?**

*This question has a 100 word limit*

### **Delivery**

- **Outline your experience in delivering similar projects or working with people in similar places, or similar cohorts** (In your response please provide evidence of your organisation's capacity to register the required number of learners. We want

you to be specific on how you will engage learners - mention the size of your demographic/target audience eg. you have 300 older Australians who already access your services, what networks/organisations you will work with to engage with new seniors. )

*This question has a 100 word limit*

- **Please outline the project's staffing and management, including key roles and responsibilities. Include information on how volunteers will be engaged in the project if applicable**

*This question has a 100 word limit*

- **Please outline the marketing strategies you will use to promote your project**

In this answer we want to know:

- What marketing strategies you will use to engage with older Australians to encourage them to attend your digital literacy sessions
- Which partners you already work with or plan to work with and how they will support your delivery
- Any specific campaigns you would plan or already have planned e.g. events during Adult learners week or Seniors week

*This question has a 200 word limit*

- **Please upload a detailed Project Plan** (you can access a project plan template [here](#))

We want you to outline how you will deliver free face-to-face (if feasible) support sessions. The project plan should include:

- What you plan to do and how (Activities) and what effect this will have (outcomes)
- How you will embed the learning courses available on the Be Connected learning site
- How many free one-on-one or small group sessions you will run each month?

*This question has a 200 word limit*

## **Impact and Assessment**



- **Please describe what outcomes you hope to achieve and how you will measure them**

In this answer we are looking for:

- How you will establish a baseline (the situation before the project began) against which the impact of the project can be compared
- How you will measure the progress of the project, so that you can make changes if necessary to ensure you deliver all outputs and outcomes
- How you will measure the overall final impact of the project
- What methods you will use to gather evidence for each stage of the evaluation, for example using an online survey or by interviewing the people who will benefit

Please note, the evaluation process should be relative to the contract size you are applying for. For example, we would expect to see a more in depth evaluation from an organisation who is applying for \$15,000 than \$2,500.

*This question has a 100 word limit*

## **Financial**

- **Contract ID** (this section will be pre-populated)
  
- **What amount are you applying for?**

The amount needs to be the same as the contract size you are applying for, either \$2,500; \$5,000; \$10,000; or \$15,000. Please remember, first time applicants for a Building Digital Skills grant can only apply for a \$2,500 grant in the first instance.

- **Please detail the full costs of your project and the items you would like this grant to fund. Please also include any match or in kind funding**

*This question has a 100 word limit*

- **Upload the completed Budget Template** (you can access a budget template [here](#))

*This question has a 100 word limit*

Remember - Once your application is complete, please click **"Submit"** which will then allow you to review your application. Please note, the details of your application form will not be available to you on your Online Centres Network record so you are strongly advised to print a copy of this page for your records. **After reviewing your application, please click "Confirm" to finalise your grant application.**

You can contact our Network Team at any time if you have any questions about the application process on **(02) 9051 9292** or by emailing [connect@goodthingsfoundation.org](mailto:connect@goodthingsfoundation.org) and are very happy to help.