

Get Online Week Grant 2021 - 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 and coordinates the Be Connected Network.

About Get Online Week

Get Online Week is an international campaign, organised by Good Things Foundation, designed to bring digital inclusion to national attention. Get Online Week began in 2007 and since then, the campaign has grown into a week-long annual celebration, with thousands of events taking place each year that bring digital skills and know-how to everyone. Last year, 1,600 events were held across Australia during Get Online Week sharing the message 'Now's the time to get online'.

This year's Get Online Week campaign will take place from 18 - 24 October 2021.

There are 2.5 million Australians who are not online, and there is much to do to ensure no one is left behind in an increasingly digital world. Get Online Week sees hundreds of community organisations across the country hold events helping people to make the most of the internet - and you can get involved!

We're working together with commercial partners, stakeholders in government and hundreds of community organisations to reach out and encourage people to join their local event. This year through the campaign we are encouraging people to 'Get Online. Get Connected'. We are supporting Be Connected Network Partners with a special Get Online Week Event grant of \$1,000 to run their event.

About Get Online Week Event Grants

\$1,000 grants will be awarded to Be Connected Network Partners to host either a Covid-safe face-to-face event OR an online event during Get Online Week.

In previous years, through BBQ's, morning & afternoon teas, open days, online quizzes and virtual events, our Network Partners gave thousands of Australians the opportunity to get online and get connected as a next step to improving their digital skills.

Get Online Week will take place from 18-24 October 2021, and all Get Online Week Event grant holders will engage their communities to promote the Be Connected program and spread the message that everyone can **Get Online. Get Connected.**

Eligibility - Who can apply?

Organisations who would like to apply for a Get Online Week grant **must**:

- Be a registered Network Partner within the Be Connected Network
- Have acquitted previous grant/s awarded by Good Things Foundation

If you are not sure if you have an overdue grant acquittal, please contact Good Things Foundation to check.

Grant Requirements

Get Online Week grant recipients **will be required** to:

1. Hold either a Covid-safe face-to-face event OR online event during Get Online Week to engage with their community to help them get online - get connected and promote the Be Connected program
2. Be added to our Get Online Week mailing list to receive email updates and Get Online Week resources
3. Use the Get Online Week and Network Partner resources, and the [Be Connected learner website](#), when promoting and hosting the event
4. Introduce new learners to the Be Connected learner website and encourage them to attend a local Be Connected digital skills session
5. Record the number of people they engaged with at their event on Good Things Foundation's data and performance management system - [CaptureIT](#)
6. Participate in Good Things Foundation surveys including sharing feedback surveys for event attendees (a minimum of 10 learner surveys completed)
7. Supply at least one photo of their Get Online Week event
8. Provide a detailed report of how the Get Online Week activity went including the number of people reached

What **we'd like you** to do:

1. Promote your event to your community e.g. through social media, notice board advertising, or even in the local media.
2. Send a local press release and invite VIPs such as MPs, mayors, and your leadership team.
3. Make your event fun, creative and engaging so your community enjoy improving their digital skills and are excited to do more.

What are we looking for

With limited funding available, applications will be competitively assessed on their merits with priority given to organisations that demonstrate:

- A viable project plan - an overview of the event outlining what you plan to do, where and when the event is going to be held, and what activities you will undertake to ensure your objectives are met (you can [access a project plan template here](#))
- Value for money - activities and budget are appropriately aligned
- That they have the capacity to provide ongoing digital literacy support
- How they will measure the success of the event

Government Regulations on Social Gathering

Given the ongoing lockdowns and restrictions, organisations must ensure that, at the time of submitting their application and during their event, their proposal and event plan is within federal, state and local government safety laws and regulations on public gatherings.

Organisations have the option to host either a Covid safe face-to-face event or online event. As we are living in uncertain times, we appreciate that circumstances may change between now and Get Online Week, which will impact on how you can deliver your event.

In view of this, you can switch between hosting either a face-to-face or online event as we get closer to Get Online Week by simply notifying us what changes will occur.

Support you'll receive from us:

We're here to provide you with support to ensure you are fully prepared to run a successful event, such as:

- Get Online Week event resources
- Poster, flyer and social media templates
- Ideas/themes for events
- Tips for advertising your event
- A webinar on running and marketing successful events

Use of Funds

You are required to clearly outline your proposed expenditure in the budget you submit with your application. Budget's must be realistic i.e. funding is spent on activities that can be justified as supporting your event, such as:

- Marketing/promoting your event

- Presenter/staff costs
- Devices
- Internet fees
- Catering
- Room hire
- Printing of resources
- Equipment hire

Notification and Payment

All applicants will be notified of the outcome of their application via email by 20 August 2021.

If your application is successful, the full amount of the grant, \$1,000 (+ GST if applicable), will be transferred to you from 23 August 2021, once a contract has been accepted online and an invoice has been emailed to connect@goodthingsfoundation.org.

Please note, failure to accept the contract and submit an invoice to Good Things Foundation by Friday, 15 October 2021, may result in the grant offer being withdrawn.

Project timeline

The key dates are:

Activity	Date
Online applications open	Monday, 5 July 2021
Deadline for applications	Friday, 6 August 2021 by 23:55 (AEST)
Communication of results to all applicants	Friday, 20 August 2021
Payment date	Monday 23 August 2021
Project start and finish date	18 October to 24 October 2021
Final report and financial acquittal	Friday, 5 November 2021

Reporting and Record Keeping

Successful applicants will be required to:

- 1) Record the number of people they engaged with at their event on Good Things Foundation's data and performance management system - [CaptureIT](#)
- 2) Submit a final report and financial acquittal by Friday 5 November 2021. In the report we would like to know:

- a. A brief overview of your event (what you did, when, where, and for how long your event took place)
- b. The number of people that attended/you engaged with
- c. How many of these people were registered on CaptureIT
- d. Provide at least one photo of your event
- e. Share quotes and learner journeys as good news stories
- f. Expenditure - submit a financial acquittal to show actual expenditure

Retention of records

All grant recipients are required to keep original receipts or other documents, which account for the expenditure of the grant, for up to five years after the grant was awarded.

Grant Terms and Conditions

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

How do I apply?

The application period is open from 5 July to 6 August 2021. Please log on to the [Network Partner](#) site and submit your application online. You can see an example of the form below.

Unfortunately, no bulk grants will be awarded under this funding opportunity. Larger organisations who have previously received bulk grants, will have to submit individual applications for each registered Network Partner location.

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.*

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

Delivery

- **Outline your experience in delivering similar projects or working with people in similar places, or similar cohorts**

Please include evidence of your organisation's experience/capacity to provide ongoing digital literacy support

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**

This question has a 200 word limit

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

Please provide us with an overview of your event (tell us what you plan to do, where and when it is going to be held, and what activities you will undertake to ensure your objectives are met)

This question has a 200 word limit

Impact and Assessment

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

This question has a 100 word limit

Financial

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

Support

Remember, 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