Digital Devices Grant Program Round 4 - 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 Network and Grants program.

About the Digital Devices Grant Program

The Digital Devices Grant program aims to support Australians aged 50+, who have been impacted by the 2022 floods, by providing loan devices with data to socially isolated or disadvantaged older Australians who don't have a device of their own or whose device has been damaged or lost in the recent floods.

Grants are available to Be Connected Network Partners through this program to purchase digital devices, with data, to loan out to older Australians to improve their connection to the community and support recovery efforts.

At the end of the grant term, the devices will be returned to the Network Partner for use in the ongoing delivery of their Be Connected program services to older Australians.

Grant amount and term

The total funds available for this program is **$300,000**.

$5,000 grants will be awarded to Network Partners to deliver their project from 1 June to 31 December, 2022.

Devices must be purchased by 31 July 2022 and distributed to the selected learners as soon as possible after purchase**.**

Eligibility - Who can apply?

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

- Be a registered Network Partner within the Be Connected Network
- Provide an ABN number
- Identify and loan devices to older Australians living in flood impacted communities in New South Wales and Queensland
- 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 on (02) 9051 9292 or by emailing connect@goodthingsfoundation.org to check.

What do I have to do for the grant?

The grant will support Network Partners to purchase digital devices with data to loan to older Australians aged 50+ impacted by the recent major floods in New South Wales and Queensland and do not have an internet-connected device at home.

Network Partners will manage the loan process - responsible for repairs of faults, managing breakages, and ensure appropriate and thorough cleaning processes are in place between loans.

Successful applicants will be required to:

- Purchase digital devices with prepaid sim cards/dongle with data and arrange safe transportation of devices to older Austraians aged 50+
- Purchase devices by 31 July 2022, and forward copies of receipts (for devices only) to Good Things Foundation after purchase
- Ensure devices are set up and ready to use prior to loaning them to learners - the device should have the sim installed, charged and ready for use and the Be Connected learning portal should be bookmarked along with any other apps or programs appropriate to the learner e.g. Zoom, Skype, govt apps etc.
- Outline how they will safely deliver the device to the learner
- Maintain an inventory log and record the details of each loan event
- Ensure the learner is aware of the Device Usage Guidelines and signs the Devices Loan Agreement prior to accepting the device
- Support learners to use their loaned device by showing them how to switch the device on and guiding them through their first experience so they feel comfortable in using the device
- Arrange the safe return of loaned devices at the end of each loan term and ensure the appropriate and thorough cleaning of the device prior to loaning to another learner
- To ensure the protection of information and privacy, each device must undergo a full reset between loans. This will erase all saved data, account information, installed applications, photographs and emails
- Have a continuity plan for the use of devices after the grant term has ended - outline how having additional devices will build capacity in your Be Connected program e.g. allow you to host additional sessions to more people; be able to loan devices to learners to practise between classes; expand your reach through outreach sessions etc.

Applicants are also expected to show learners how to access the Be Connected learning program and support them continue their digital skills learning through online tech sessions

What are we looking for?

With limited funding available, up to $300,000 of grants will be awarded under this funding opportunity, eligible applications will be competitively assessed on their merits with priority given to applications that can clearly demonstrate the organisation:

- Is willing to support learners through a digital platform once devices have been loaned
- Need for devices - has identified users in their community who have been impacted by the 2022 major floods in New South Wales and Queensland and do not have access to an internet-connected device
- Has a continuity plan for the use of the devices after the grant term has ended
- Demonstrates good value for money

Support you'll receive from us:

Good things Foundation have developed a Guide: *Loaning devices to learners during the COVID-19 social distancing period*. It contains useful information on what to do when you receive your Digital Devices grant funding and how to get the devices to over 50's in your community.

To assist Network Partners manage the loan process, we have developed Device Usage Guidelines, which outlines the conditions for use of a loan device and a Device Loan Agreement for learners to sign before they accept the device.

We have also developed the following resources for your Digital Devices loan program:
- Checklist for delivering sessions remotely
- Choosing the right software to deliver sessions remotely
- Examples of packages to purchase with the digital devices grant

Use of Funds

You are required to clearly outline your proposed expenditure in the budget you submit with your application. You must specify the type and number of devices you plan to purchase, their costs, and from where you plan to purchase them.

Funds can **only** be used for:
- Purchase of devices for the purpose of loaning them out to older Australians aged 50+
- prepaid data (sim card; dongle with data)
- Protective case for devices
- Delivery costs for purchasing devices

Please note, funds cannot be used for ongoing operational costs or activities, staffing, administration and project management cost or to purchase software.

Grant recipients will be required to purchase their devices and email copies of receipts to connect@goodthingsfoundation.org by **31 July 2022**.

Notification and Payment

All applicants will be notified of the outcome of their application via email by 23 May 2022.

If your application is successful, the full amount of the grant, $5,000 (+ GST if applicable), will be transferred to you from 30 May 2022, **once a contract has been accepted online and an invoice has been emailed to connect@goodthingsfoundation.org.**

Project timeline

Activity	Date
Online applications open	Monday, 28 March 2022
Deadline for applications	Friday, 13 May 2022 by 23:55 (AEST)
Communication of results to all applicants	Monday, 23 May 2022
Payment date	Monday 30 May 2022
Deadline for purchase of devices and submission of receipts to Good Things Foundation	31 July 2022
Project start and finish date	1 June to 31 December 2022
Final report	31 January 2023

Reporting and Record Keeping

Successful applicants will be required to submit a final report and financial acquittal within one month of the contract ending. In the report, we would like to know:

1. What digital devices were purchased and quantity
2. How many learners aged 50+ were loaned devices
3. How many of these learners were new to Be Connected
4. How many of these learners registered on CaptureIT
5. What level of support did you provide learners throughout the loan period
6. Where are the digital devices now, and how are they being utilised in the ongoing delivery of your Be Connected digital literacy classes

7. How the grant funds were spent - please include an expenditure statement, certified correct by an office holder in your organisation, accounting for the expenditure of grant funds
8. Learner journey and good news stories - please share some quotes/stories from learners so Good Things Foundation can create case studies

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 from 28 March to 13 May 2022. Please log on to the Network Partner site and submit your application online. You can see an example of the application form below.

Not a Network Partner?

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 Digital Devices 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 Digital Devices grant application before this phone call.

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*.

To simplify the application process for existing grant holders, we have two application forms available:

1. for organisations who are currently delivering a digital literacy program through an active Building Digital Skills or Capacity Builder; and
2. for organisations who do not have a current active Building Digital Skills grant

You must apply under the application that is relevant to your organisation.

Step 2 - Application questions

1. Organisations with an Active Grant

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

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

  Please detail who will receive the loaned device and how they were identified (loanees will need to be in flood affected regions of New South Wales and Queensland)

  This question has a 200 word limit

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

  The project plan should help demonstrate a clear approach to the project by outlining the key steps required and all tasks to be considered (for example, procurement of devices, managing the loan process, evaluation, reporting), as well as realistic timeframes to ensure the project can be completed by the proposed end date

  This question has a 200 word limit

Impact and Assessment

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

  Please outline your continuity plan for the use of devices after the grant term has ended

  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

2. Organisations without an Active Grant

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?**

  Please detail who will receive the loaned device and how they were identified (loanees will need to be in flood affected regions of New South Wales and Queensland)

  This question has a 200 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 experience/capacity to deliver support and training to learners through a digital platform. We want to know how you will support learners develop their digital skills through online tech sessions

  This question has a 200 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**

  In your response please mention staff responsible for delivering devices to learners and your processes for their safe delivery

  This question has a 100 word limit

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

  This question has a 100 word limit

- **Please upload a detailed Project Plan** (you can access a project plan template
  here
  The project plan should help demonstrate a clear approach to the project by outlining the key steps required and all tasks to be considered (for example, procurement of devices, managing the loan process, evaluation, reporting), as well as realistic timeframes to ensure the project can be completed by the proposed end date

  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 measure the overall final impact of the project and 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

You need to also outline your continuity plan for the use of devices after the grant term has ended

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 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.**

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