

# Your Health in Your Hands

Digital health literacy skills are critical to ensuring every Australian has the ability to make informed, confident choices when it comes to supporting their health and wellbeing online.

With more and more health services being offered digitally, helping people build basic skills and confidence online opens up options such as seeing a doctor or a specialist via telehealth, accessing mental health support, filling prescriptions remotely, and being in control of your own health information.

## About the program

Your Health in Your Hands is a digital health literacy program delivered by Good Things Foundation Australia in partnership with the Australian Digital Health Agency (ADHA). The program is designed to improve people's uptake and confidence using My Health Record, supporting them to gain the essential digital skills and confidence to manage their health and wellbeing.

The program will be delivered in a combined approach through:

1. a series of webinars and virtual support sessions, delivered by Good Things Foundation, to ensure a broad national reach
2. localised face-to-face training and support through a selection of Network Partners funded by Good Things Foundation (outlined in these grant guidelines)

## Localised face-to-face training and support

Up to 20 Digital Health Network Partners will be funded under this program to deliver face-to-face training and support on digital health literacy content.

Each funded Digital Health Network Partner will deliver at least 10 digital health literacy sessions using the learning resources developed by the Australian Digital Health Agency and provide feedback on the use and accessibility of Agency content.

## Eligibility - Who can apply?

To deliver the project, your organisation must:

- Be a member of the Be Connected Network
- Based in either:
  - Victoria - Ballarat or Bendigo regions
  - NSW - Northern NSW (from Central Coast up to the QLD border)
  - South Australia - Adelaide

- Have access to staff and volunteers (or plans to recruit) who have the necessary checks for working with vulnerable people
- Have an ABN.

## Grant Amount and Term

Total funds available under this program is \$100,000.

\$5,000 grants will be awarded to 20 organisations to deliver the program from 27 June to 30 September, 2022.

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

Every Digital Health Network Partner is required to:

- Select 2 Digital Health Mentors, with experience in training and digital literacy skills
- Ensure the 2 Digital Health Mentors participate in compulsory online training provided by Good Things Foundation on 29 June 2022
- Test new Agency-developed materials in community settings, between 27 June and 31 August 2022, through structured digital health literacy sessions - Network Partners are expected to deliver at least 10 face-to-face (COVID-permitting) digital health literacy sessions, to support 50 community members to learn basic digital health literacy skills
- Provide feedback about the content and best approaches to delivering this content to people with low digital, and digital health, literacy
- Use Good Things Foundation's Digital Capability Assessment tool to understand the needs of learners, their level of digital literacy and to build tailored delivery programs for their specific communities
- Ensure a Learner Progression Survey is completed by attendees
- Participate in evaluation and feedback processes, if required. This might include discussions with Digital Health Network Partner staff, Digital Health Mentors and/or Learners in interviews, focus groups or webinars settings
- Be prepared to share learner journeys and good news stories so that Good Things Foundation can create case studies
- Upon completion of delivery, submit a financial acquittal and short grant report using our template to show actual expenditure and delivery against targets

## Support you'll receive from us:

Participating Network Partners will receive support from Good Things Foundation including:

- Professional development training via webinar for 2 Digital Health Mentors

- [Digital Health Handbook](#) and learning resources, containing ideas and tips on how to create digital health literacy programs in community organisations and ready to use online learning content
- New learning resources for My Health Record support, produced by the Australian Digital Health Agency
- Digital Capability Assessment Tool and Progression Survey that supports digital mentors to understand their learner starting capability with digital and digital health tools, and their progression as a result of the program
- Marketing material to support recruitment of learners.

## Use of funds

### What can the funds be used for?

Funds can be spent on activities that support people to learn basic digital health literacy skills. Examples include:

- Communications, promotion and marketing expenses
- Police checks for all staff and involved in delivering the program, if not in place already
- Travel
- Staffing costs
- Project management costs
- Venue hire
- Equipment and delivery costs

Exclusions:

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

## Notification and Payment

All applicants will be notified of the outcome of their application via email by 15 June 2022.

If your application is successful, the full amount of the grant, \$5,000 (+ GST if applicable), will be transferred to you from 20 June 2022, once a contract has been accepted online and an invoice has been emailed to [connect@goodthingsfoundation.org](mailto:connect@goodthingsfoundation.org)

## Reporting and Record Keeping

Successful applicants will be required to submit a final report and financial acquittal by Friday, 30 September 2022. In the report we would like to know:

- a. The number of Face-to-face digital health literacy sessions held
- b. Number of Digital Capability Assessment/learners progression surveys sent through during the project

- c. Feedback about the content and best approaches to delivering the learning resources developed by the Australian Digital Health Agency
- d. Share quotes and learner journeys as good news stories
- e. 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.

## Project timeline

Activity	Date
Launch of online application	Tuesday, 31 May 2022
Deadline for applications	Friday, 10 June 2022 by 23:55 (AEST)
Communication of results to all applicants	Wednesday, 15 June 2022
Payment date	Monday, 20 June 2022
Grant term	27 June – 30 September 2022
Training of Digital Health Mentors	Compulsory training for all Digital Health Mentors will be conducted online on 29 June 2022
Digital Health Literacy Sessions	Delivered between 27 June and 31 August 2022
Final report and financial acquittal	30 September 2022

## 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 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 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**. You will receive a confirmation email following the submission of our 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.*

## 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 digital health 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](mailto:connect@goodthingsfoundation.org)