



Get Online Week Grant 2022 - Guidelines

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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 campaign, with thousands of digital skills events taking place each year that show how important it is for everyone to get online confidently and safely.

This year's Get Online Week campaign will take place from 17 - 23 October 2022.

1 in 4 Australians are digitally excluded (Australian Digital Inclusion Index, 2021), 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 our corporate 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 **'Try One Thing'**.

About Get Online Week Event Grants

\$1,000 grants will be awarded to Be Connected Network Partners to host either a face-to-face (COVID-permitting) or online event during Get Online Week.

In previous years, through BBQ's, morning & afternoon teas, open days, digital safaris, online quizzes / cook alongs, and virtual bingos, 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 17-23 October 2022, and all Get Online Week Event grant holders will engage their communities to promote the Be Connected program and spread the message to **Try One Thing**.

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 a face-to-face (COVID-permitting) event or online event during Get Online Week (17-23 October 2022) to help their community to try one thing online 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 for ongoing support
5. Participate in Good Things Foundation surveys including sharing feedback surveys for event attendees (a minimum of 10 learner surveys completed)
6. Supply at least one photo of their Get Online Week event
7. 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

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
- Support webinars, such as 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 grant application. Budgets 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
- Internet fees
- Catering
- Room hire
- Printing of resources
- Equipment hire

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 22 August 2022.

If your application is successful, the full amount of the grant, \$1,000 (+ GST if applicable), will be transferred to you from 29 August 2022, 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, 14 October 2022, may result in the grant offer being withdrawn.

Project timeline

The key dates are:

Activity	Date
Online applications open	Monday, 4 July 2022
Deadline for applications	Friday, 5 August 2022 by 23:55 (AEST)
Communication of results to all applicants	Monday, 22 August 2022
Payment date	Monday 29 August 2022
Project start and finish date	17 October to 23 October 2022
Final report and financial acquittal	Friday, 4 November 2022

Reporting and Record Keeping

Successful applicants will be required to submit a final report and financial acquittal by Friday 4 November 2022. 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. Provide at least one photo of your event
- 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.

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 4 July to 5 August, 2022. Please log on to the [Network Partner](#) site and submit your application online. You can see an example of the form below.

If you are not yet a Network Partner, you can join using the [Joining the Network page](#) on our website. You can apply for a Get Online Week 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 Get Online Week grant application before this phone call.

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 who wish to access funding to host a Get Online Week event.

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