

# Be Connected Digital Mentor Capacity Builder Grant Round 8

Be Connected is an Australian government initiative that aims to provide a family and community centred approach to supporting, coaching and teaching Older Australians aged over 50 years to improve their skills and confidence in using digital technology.

Greater use of digital technology will have positive social, economic and health benefits for older Australians, enabling them to stay connected with their families and communities and access the growing number of government and business online services.

Over 3,000 organisations have joined the Be Connected Network since October 2017 to support over 50's in their communities to gain critical digital skills. Network Partners are committed to improving the skills, confidence and online safety of older Australians.

To help support the Network, Good Things Foundation, who manages the Be Connected program, are pleased to offer organisations an opportunity to train and support Digital Mentors through our Digital Mentor Capacity Builder Grant program.

## Description

The Digital Mentor Capacity Builder Program will fund Network Partners who have the ability to train and support Digital Mentors in their community.

The objectives of the program are to:

- A. Engage a Lead Digital Mentor who will be required to attend an online training session provided by Good Things Foundation; and
- B. Engage, train and support 100 new Digital Mentors (50 in outer regional, remote and very remote areas).

## Eligibility - Who can apply?

Organisations must:

- Be a registered Network Partner within the Be Connected Network
- Provide an ABN number
- Have public liability insurance
- 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 Amount and Term

Total funds available under this program is \$1,250,000.

\$50,000 grants will be awarded to 25 organisations to deliver a 12 month project between 1 September 2022 and 31 August 2023.

There are two contracts on offer. Depending on your location, you will be asked to nominate one of the following contracts:

Contract size	\$50,000 to engage a Lead Digital Mentor and train and support 100 Digital Mentors	\$50,000 to engage a Lead Digital Mentor and train and support 50 Digital Mentors in outer regional, remote and very remote areas
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### Outer Regional, Remote and Very Remote Contract

To check if you qualify for an outer regional/remote/very remote contract, please use the [Doctor Connect website here](#) to enter the locations where you will deliver your project. Select the tickbox "ASGS Remoteness Areas", then 2016. From the drop-down menu "Find address" enter your organisation's address and click "Search Location".

If these locations are 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 locations are categorised as being located in Major Cities (RA 1) or Inner Regional (RA 2), you do not qualify to apply for a remote/regional contract.

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

Every Capacity Builder is required to:

- Select a qualified Lead Digital Mentor, with experience in training and digital literacy skills, who will train digital mentors.
- The Lead Digital Mentor must participate in compulsory online training provided by Good Things Foundation:
  - The training is scheduled for 2 half day sessions on **14 and 15 September 2022**.

- Organisations who have a Lead Digital Mentor trained from a previous Capacity Builder Grant are still required to nominate a staff member to attend the online training session
- A half day refresher training course for returning Lead Digital Mentors who have already done the full training is scheduled for 21 September 2022
- The Lead Digital Mentor will deliver online or face-to-face training, using Good Things Foundation's training package, to 100 new Digital Mentors (50 in outer regional, remote and very remote areas)
- All trained Digital Mentors will be registered on Good Things Foundation's data and performance management system - [CaptureIT](#)
- Ensure each Digital Mentor complete an evaluation survey, which will be made available to Good Things Foundation
- Demonstrate the [Be Connected learning portal](#) and resources to trained Digital Mentors
- Provide a minimum of two hours continued support to each Digital Mentor post training
- If requested, share best practice of digital mentoring amongst the Be Connected Network
- Submit a mid-term progress report in March 2023, and within a month of the grant term ending, a final report and audited Financial Statement

## What are we looking for?

With limited funding available, up to \$1,250,000 will be awarded under this funding opportunity, applications will be competitively assessed on their merits with priority given to organisations that demonstrate:

- A viable project plan - a clear outline of how you will deliver project, including activities, outputs, responsibility and time frames
- Value for money - activities and budget are appropriately aligned
- Evidence of need for Digital Mentors
- Experience in delivering a training program
- Capacity to engage the required number of Digital Mentors
- A continuity plan for digital mentors once they have completed training
- A clear evaluation plan outline how you will measure the success of the project

To ensure a greater spread of trained Digital Mentors within the Be Connected Network, priority will be given to organisations who have not previously received a Digital Mentor Capacity Building grant.

## Use of Funds

### What can the grant be used for?

Funds can only be used for expenses directly related to the delivery of your project. You

are required to clearly outline your proposed expenditure in the budget you submit with your application. The funds can be used for project-specific purposes, including;

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

Exclusions:

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

## **Payments**

Payments will be made in 2 equal instalment:

- \$25,000 (plus GST if applicable) will be transferred to your nominated bank account from 22 August 2022, once a contract has been accepted online and an invoice has been emailed to [connect@goodthingsfoundation.org](mailto:connect@goodthingsfoundation.org).
- \$25,000 (plus GST if applicable) will be transferred to your nominated bank account from 20 March 2023, subject to submission of a satisfactory mid-term progress report, outlining delivery against your project plan, and an invoice emailed to [connect@goodthingsfoundation.org](mailto:connect@goodthingsfoundation.org).

## **Reporting and Monitoring**

### **Mid Term progress report**

Successful applicants will be required to submit a mid-term progress report, including an income and expenditure statement, by 10 March 2023. Payment of the second instalment will be subject to the submission of a satisfactory progress report.

A report template will be provided by Good Things Foundation.

### **Final report and financial acquittal**

A final report is due by 30 September 2023. The final report will detail what happened with the proposed project – successes, learnings, outcomes (a template will be provided by Good Things Foundation ) and include a financial acquittal.

Financial acquittal of this grant requires you to submit an income and expenditure statement audited by:

- A registered Company Auditor under the Corporations Act 2001 (Cth); or
- A member of CPA Australia; or

- A member of the Institute of Public Accountants in Australia; or
- A member of the Institute of Chartered Accountants in Australia who is not a member or employee of your organisation.

The income and expenditure statement should be accompanied by an audit opinion verifying that the grant has been spent on activity in accordance with the grant Terms and Conditions and budget.

### **On-site visits**

Good Things Foundation staff may also visit Network Partners during the project to review compliance with the grant terms and conditions. We will provide you with reasonable notice of any compliance visit.

## Project timeline

<b>Activity</b>	<b>Date</b>
Launch of online application	Monday, 4 July 2022
Deadline for applications	Friday, 5 August 2022 by 23:55 (AEST)
Communication of results to all applicants	Monday, 15 August 2022
Payment dates	22 August 2022 and 20 March 2023
Project start date & finish date	1 September 2022 - 31 August 2023
Report dates	10 March 2023 - Mid-term progress report 30 September 2023 - Final report & financial acquittal
Training of trainers	14 and 15 September 2022 - compulsory training for all Lead Digital Mentors (2 half day sessions)
Refresher training for returning Lead Digital Mentors	21 September 2022 - 1 half day training for returning Lead Digital Mentors who have previously done the full day training

## Grant Terms and Conditions

Please ensure you have read the grant [Terms and Conditions](#) before you commence your 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 2 different contract sizes available:

1. Round 8 - Be Connected, Digital Mentor Capacity Builder Grant 2022/23 - \$50,000 (to engage a Lead Digital Mentor and train and support 100 Digital Mentors)
2. Round 8 - Be Connected, Digital Mentor Capacity Builder Grant 2022/23 - \$50,000 (to engage a Lead Digital Mentor and train and support 50 digital mentors in outer regional, remote and very remote areas)

## 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 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 capacity to register the required number of Digital Mentors. We want you to be specific on how you will engage Digital Mentors - mention the size of your demographic/target audience, what networks/organisations you will work with to engage with new seniors. )

*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**

*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
- 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](#))

*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

*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](mailto:connect@goodthingsfoundation.org)