

# Building Digital Skills Grant Round 40 - Guidelines

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.

Good Things Foundation manages the Be Connected Grants program. The purpose of the Building Digital Skills Grants Program is to provide Be Connected Network Partners with access to Funding Assistance to assist them to deliver training and support to Older Australians to improve their digital literacy skills and confidence.

## About the Building Digital Skills Grant Program

The aim of the Building Digital Skills grants program is to enable organisations to support older Australians 50+ through free face-to-face contact (if feasible), either one-on-one or in small groups, to develop their digital skills and confidence, utilising the learning courses available on the [Be Connected Learning site](#).

## Eligibility - Who can Apply?

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

- Be a registered Network Partner within the Be Connected Network
- Provide an ABN number (if applying for a \$5,000 grant or greater)
- 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.

## Organisations new to the Be Connected Network

Network Partners applying for their first Be Connected Building Digital Skills grant **can only apply for a \$2,500 grant** in the first instance. They will be eligible for a second grant once they have met 80% of their learner registration requirement and have submitted a satisfactory financial acquittal of their grant.

## Existing Network Partners

Network Partners in receipt of an Activation or Building Digital Skills grant who wish to expand the reach can apply for a Building Digital Skills grant once they have met 80% of their learner registration requirement.

Please note that Network Partners will be limited to two Building Digital Skills grants in a 12 month period.

## Term of Grant and Contract Size

The term of the grant is 12 months.

There are 6 different contract sizes available to apply for. Please apply under the contract you would like to apply for. Please be honest when answering this question as it will help us with assessment and allocation.

Successful applicants will be expected to meet the following requirements as part of the funding program:

### Standard Contracts

Contract size	\$2,500	\$5,000	\$10,000	\$20,000
Number of Older Australians supported to gain digital literacy skills	30	75	150	300

### Specialist Contracts

Contract size	\$2,500	\$5,000
Number of Older Australians supported to gain digital literacy skills	15	37

## Specialist Contracts

Specialist contracts are available to Network Partners who are specifically targeting very hard to reach Older Australians – such as:

1. **Those in remote and outer regional areas** - To check if you are located in a remote or outer regional area, please use the [Doctor Connect website](#) to enter the location you will deliver your project. Select the tickbox “ASGS 2016” and enter your organisation’s address in the “find address” dropbox and click “Search location”.

If your location is 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 location is categorised as being located in *Major Cities* (RA 1) or *Inner Regional* (RA 2), you do not qualify to apply for a Specialist contract.

## OR

2. **Supporting older Australians with significant barriers to learning**, such as:
  - Older Australians with disabilities,
  - Indigenous Australians, or
  - Older Australians from Culturally and Linguistically Diverse (CALD) community

Applicants applying for a Specialist contract to support older Australians with significant barriers to learning must clearly demonstrate that they will be solely targeting learners within one of the above mentioned demographics.

### Note:

If you apply for a Specialist contract when not eligible, and are successful, we will amend your contract to a Standard contract.

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

Each organisation receiving a Building Digital Skills grant will be required to:

- Support older Australians aged 50+ gain basic digital literacy skills and confidence through free face-to-face contact (if feasible), either one-on-one or in small groups (you can learn more about how to deliver a digital literacy project in our [Delivering Digital Skills](#) webinar)

- Utilise the learning courses available on the [Be Connected Learning site](#) to teach older Australians digital skills
- Ensure learners attending a digital literacy skills session complete a sign-in form
- Register the learners and their Be Connected activities on Good Things Foundation's data and performance management system - [CaptureIT](#) (please see Delivery and how this is measured below)
- Attend our [learner management](#) webinar within one month of being notified of funding (not applicable for Network Partners who have already attended a learner management webinar)
- Ensure all staff and mentors involved in delivering the Be Connected project have police checks
- Complete a short monthly or quarterly survey
- Support learners to complete Good Things Foundation's outcomes measurement tools - [Digital Skills Checker - Getting Started](#) and [Digital Skills Checker - Your Progress](#). **At least 50% of your learners must complete both the Getting Started Checker and the Your Progress Checker** (see below for more information)
- Be prepared to share learner journeys and good news stories so that Good Things Foundation can create case studies
- On completion of delivery, submit a financial acquittal to show actual expenditure

## Outcome Measurement Tools - Digital Skills Checker

Good Things Foundation Digital Skills Checkers help to support digital mentors to better understand their learners and measure our impact.

The Digital Skills Checkers - *Getting Started and Your Progress*, have been designed to assess your learners current level of confidence doing essential activities online and provide instant, actionable steps on how to improve. They support digital mentors and learners to set learning goals and find relevant digital skills information to help them do more online.

People wanting to start improving their digital skills and confidence fill in the [Digital Skills Checker - Getting Started](#). They answer a range of questions and the Checker generates a personalised report with recommended next steps they can follow to do more online.

After the learner has received support to improve their digital skills and confidence, they take the [Digital Skills Checker - Your Progress](#). This will generate a new personalised report with recommended next steps so they can keep learning.

**At least 50% of your learners must complete both the Getting Started Checker and the Your Progress Checker**

You can count the time it takes to support your learners to complete both Checkers towards your grant targets by reporting it in [CaptureIT](#).

## Digital Skills Checker resources

We have developed the following resources to help you to incorporate the Digital Skills Checkers into your programs:

- [Getting Started session plan](#)
- [Your progress celebration session plan](#)
- [Attend our webinar to find out more](#)
- [How to use CaptureIT](#)
- [FAQs and more Digital Skills Checker resources](#)

## Delivery and how this is measured

### First time Building Digital Skills applicants

All delivery will be measured by the number of learners and activities registered on CaptureIT.

Registered learners will need to complete a minimum of 10 activities from any of the topics on the Be Connected website. Completion of 10 activities should take approximately 30 minutes.

### Returning Building Digital Skills applicants

The total number of Older Australians supported to gain digital literacy skills can include existing registered learners you supported and reported on a previous grant.

Network Partners who have existing learners who wish to continue their learner journey, can now roll them over into the new contract and they will count towards the contracted number of learners you are required to support. **The maximum number of existing learners who can count towards your target number of learners is 50% (a minimum of 50% must be new learners).**

For example, if an organisation is awarded a:

- \$2,500 contract to support 30 older Australians - considering the requirement that a minimum of 50% must be new learners, you can meet this target through 15 new learner registrations plus 15 existing learners from a previous contract
- \$10,000 contract, you will be required to support 150 older Australians. You can meet this target through 75 new learner registrations and 75 existing learners. It doesn't have to be a 50/50 split. If an organisation only has 50 existing learners who wish to continue their learner journey, then in this example, you will be required to engage 100 new learners

All learners will be registered on CaptureIT. New learners will need to complete a minimum of 10 activities from any of the topics on the Be Connected website, while existing learners

will need to complete an additional 15 activities. All Learners and their Activities must be recorded on CaptureIT.

Organisations should clearly outline in their application form where their learners will be sourced from. **We want you to be specific** – mention the size of your demographic/target audience and special relationships/community connections that will help you engage new learners. Please refer to the application form below for more information.

## What are we looking for

Applications will be assessed on their merits with priority given to organisations that demonstrate:

- A viable project plan – a clear outline of how you will deliver free face-to-face (if feasible) support sessions, including activities, outputs, responsibility and time frames
- Value for money – activities and budget are appropriately aligned
- Need for the project
- Capacity to register the required number of learners
- Experience of key staff members
- How the project will be evaluated

## Use of funds

The funding can be spent on activities that can be justified as supporting older Australians to gain basic digital skills and confidence such as:

- New devices including computers, laptops, tablets
- Upgrading software for devices
- Internet fees
- Digital mentor expenses, including training to be a digital mentor
- Printing of learning materials for older Australian learners
- Police checks for all staff and mentors involved in delivering the Be Connected project
- Marketing/promotional costs

Exclusions:

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

## Notification and Payment

All Network Partners will be notified of the outcome of their application via email within two weeks of the application closing date.

If your proposal is successful, the full amount of the grant, plus GST if applicable, will be

transferred to your nominated bank account, once a contract has been accepted online and an invoice has been emailed to [connect@goodthingsfoundation.org](mailto:connect@goodthingsfoundation.org).

## Project Timeline

Round	Application period	Notification of results	Payments released*	Delivery start & finish date
Round 40	9 January at 09:00 to 3 February 2023 at 23:45 (AEST)	10 February 2023	13 February 2023	1 March 2023 - 28 February 2024

\*Payments will take around 3 working days to reach the nominated bank account.

## Grant Acquittal and Monitoring

On completion of your project, you must submit a financial acquittal accounting for expenditure of grant funds. The financial acquittal will be due within a month after the grant term ends.

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.

Good Things Foundation staff may also visit Network Partners during the project to review compliance with the grant terms and conditions. You must keep and make available for us on request receipts of all grant expenditure, hard copies of signing-in sheets and marketing material.

We will provide you with reasonable notice of any compliance visit.

## 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 Building Digital Skills 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 Building Digital Skills 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.*

There are 6 different contract sizes available:

1. Round 40 - Be Connected, Building Digital Skills 2021-24 - \$2,500 (to support 30 learners)
2. Round 40 - Be Connected, Building Digital Skills 2021-24 - \$2,500 Specialist (to support 15 learners in outer-regional, rural and remote areas )
3. Round 40 - Be Connected, Building Digital Skills 2021-24 - \$5,000 (to support 75 learners)
4. Round 40 - Be Connected, Building Digital Skills 2021-24 - \$5,000 Specialist (to support 37 learners in outer-regional, rural and remote areas)
5. Round 40 - Be Connected, Building Digital Skills 2021-24 - \$10,000 (to support 150 learners)
6. Round 40 - Be Connected, Building Digital Skills 2021-24 - \$20,000 (to support 300 learners)

**Please apply under the contract you would like to apply for.**

### 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 100 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 learners. We want you to be specific on how you will engage learners - mention the size of your demographic/target audience eg. you have 300 older Australians who already access your services, 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 to engage with older Australians to encourage them to attend your digital literacy sessions
- 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](#))

We want you to outline how you will deliver free face-to-face (if feasible) support sessions. The project plan should include:

- What you plan to do and how (Activities) and what effect this will have (outcomes)
- How you will embed the learning courses available on the Be Connected learning site

- How many free one-on-one or small group sessions will you run each month?

*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

Please note, the evaluation process should be relative to the contract size you are applying for. For example, we would expect to see a more in depth evaluation from an organisation who is applying for \$20,000 than \$2,500.

*This question has a 200 word limit*

### **Financial**

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

The amount needs to be the same as the contract size you are applying for, either \$2,500; \$5,000; \$10,000; or \$20,000. Please remember, first time applicants for a Building Digital Skills grant can only apply for a \$2,500 grant in the first instance.

- **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.**

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)