

# Building Digital Skills Grant Guidelines - Round 16

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 which will run until June 2021.

To help organisations deliver their Be Connected digital literacy program, Good Things Foundation is inviting eligible partners in the Be Connected Network to apply for a Building Digital Skills grant.

## About the Building Digital Skills Grant Program

The aim of the Building Digital Skills grant program is to enable organisations to support older Australians 50+ through free face-to-face contact, 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](#).

## Grant Amount and Term

The term of the grant is 9 months from 1 October 2020 to 30 June 2021.

There are 6 different contract sizes available to apply for. You will be asked in the application which contract you would like to apply for and if you would be willing to accept a different contract size if you are not successful with your first choice. 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	\$15,000
Number of Older Australians supported to gain digital literacy skills*	38	76	152	228

## Specialist Contracts

Contract size	\$2,500	\$5,000
Number of Older Australians supported to gain digital literacy skills in outer regional, remote and very remote areas*	19	38

\*Learners must be registered on the Be Connected learner website or on CaptureIT.

To check if you qualify for a Specialist contract, 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 (RA3)
- Remote (RA4)
- Very Remote (RA5)

If your location is categorised as being located in *Major Cities* (RA1) or *Inner Regional* (RA2), you do not qualify to apply for a Specialist contract.

Note: If you select the wrong category and are successful, we will amend your contract to the correct region and you will be notified via your notification email.

## Eligibility

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.
- Have public liability insurance.

## Organisations new to the Be Connected Network

Network Partners applying for their first Be Connected 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 grant who wish to expand the reach of their digital literacy program can apply for a Building Digital Skills grant once they have met 80% of their learner registration requirement.

## 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 either one-on-one or in small groups (you can learn more about how to deliver a digital literacy program in our [Delivering Digital Skills](#) webinar)
- Utilise the learning courses available on the [Be Connected Learning site](#) to teach older Australians digital skills
- Register the required number of learners on the Be Connected Learning Portal or Good Things Foundation's data and performance management system - CaptureIT (please attend one of our [learner management](#) webinars to learn more about how to register learners).
- Complete a short monthly survey
- 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

## What can the grant be used for?

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, smart phones
- 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 program
- Marketing/promotional costs

Exclusions:

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

## Notification and Payment

All Network Partners will be notified on 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

Activity	Date
Launch of online application	Monday, 3 August 2020
Deadline for applications	Friday, 28 August 2020 by 23:55 (AEST)
Communication of results to all applicants	Monday, 14 September 2020
Project start date & finish date	1 October - 30 June 2021
Payment date	Monday 21 September 2020

## Grant Acquittal and Monitoring

On completion of your project, you must submit a financial acquittal accounting for expenditure of grant funds - you will need to keep receipts of all grant expenditure. The financial acquittal will be due within a month after the grant term ending.

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.

## 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, please see the [Joining the Network page](#)

on the website. One of our team members will be in touch to process your application and welcome you into the Network. You can apply for a Building Digital Skills grant as soon as you've completed the join the network form - you don't have to wait for the phone call from us.

## Application form

### Step 1

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.

All eligibility criteria must be met before you can begin your application. For this funding opportunity you do need to provide an ABN number. You can input this, if you've not already done so, in the "your payment details" tab.

### Step 2

Conditions of the grant - Please ensure that you can select yes to all of the qualifying criteria outlined below. Please note, if you aren't able to answer yes to all these points, you should not continue with your application.

- We have the potential and are willing to support seniors (aged 50+ and as outlined in the table above) to gain digital literacy skills through free face-to-face support, either one-on-one or in small groups
- We will utilise the learning courses available on the Be Connected Learning site to teach older Australians digital literacy skills
- We agree to register the required number of learners on the Be Connected Learning Portal or Good Things Foundation's data and performance management system - CaptureIT
- We agree to undertake police checks for all digital mentors. Please note, if you are successful you won't be able to accept the terms and conditions of the grant until you have current police checks in place.
- We agree to ensure that our organisation has public liability insurance.
- We have fully accessible premises.
- We have an Australian Business Number - if you've not already supplied us with this information, you will need to input your Australian Business Number before you are able to apply.

You will then be asked to select which contract would you like to apply for, please select one from the dropdown. To check if you are eligible to apply for a specialist contract please refer to the information listed above.

Contract size	\$2,500	\$5,000	\$10,000	\$15,000	\$2,500 (specialist )	\$5,000 (specialist )
Number of Older Australians supported to gain digital literacy skills	38	76	152	228	19	38

At this stage we recommend that you click on the save and continue button before moving on.

### Step 3 - Application questions

**Which target audience(s) are you aiming to support with your grant and through your digital literacy sessions?**

- 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

*Please note that we expect every applicant to be supporting older people to gain digital literacy skills.*

**What would you like to call your project?**

Give your project a short title, something we can use in publicity.

**Q1. Please describe how you will deliver free face-to-face support sessions to older Australians to gain digital literacy skills and confidence, including activities, objectives and intended benefits for your target demographic.**

We want you to provide us with a detailed project plan. You might want to shape your response around the following bullet points:

- What you plan to do (Activities) and what effect this will have (outcomes)
- Who will benefit from your activity
- How you will embed the Be Connected website through blended learning to support your seniors to learn how to use the internet
- How many free one-on-one or small group sessions you will run each month?

*This question has a 250 word limit.*

**Q2. Why is this important in your community? What is the need for this program and how do you know this need exists?**

Provide data and evidence to illustrate how you know this need exists.

*This question has a 100 word limit.*

**Q3. How much will it cost? Provide an itemised and costed budget to show how you will use the funds to deliver this program.**

*This question has a 50 word limit*

**Q4. Capacity - Provide evidence of your organisation's capacity to register the required amount 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 250 older Australians who already access your services, what networks/organisations you will work with to engage with new seniors, and provide examples of past experience in engaging people.

*This question has a 100 word limit.*

**Q5. Getting your audience involved Please tell us about the methods you will use to engage older Australians in your Be Connected program.**

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

Please give examples of your current practice, identify specific relationships you have with others and detail how these will support your project.

*This question has a 200 word limit.*

**Q6. Measuring Impact: Please tell us about how you will capture evidence that shows how well your program is working.**

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 \$15,000 than \$2,500.

*This question has a 200 word limit.*

**At this stage we recommend that you click on the save and continue button before moving on to submit.**

Please ensure that you are happy with your application before submitting. Please note, once you have submitted your application you will be unable to edit it but you will be able to view the content in the “your applications” tab.

Remember, you can contact our Network Team at any time if you have any questions about the application process. They can be contacted on **(02) 9051 9292** or by emailing [connect@goodthingsfoundation.org](mailto:connect@goodthingsfoundation.org) and are very happy to help.