

Capacity Building Grant Round 6: \$50,000 (+ GST if applicable)

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.

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, we are pleased to offer organisations an opportunity to train and support digital mentors through our Capacity Building Grant program.

Description

The Capacity Building Program - Round 6 will fund Network Partners over a 10 month period, to train and support 80 digital mentors (40 in outer regional, remote and very remote areas) using the Good Things Foundation training package.

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 80 Digital Mentors (40 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

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 10 month project between 31 August 2020 and 30 June 2021.

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 80 digital mentors	\$50,000 to engage a Lead Digital Mentor and train and support 40 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 (organisations who have a Lead Digital Mentor trained from a previous Capacity Building Grant are still required to nominate a staff member to attend the online training session)
- The Lead Digital Mentor will deliver online or face-to-face training, using Good Things Foundation's training package, to 80 digital mentors (40 in outer regional, remote and very remote areas)
- Ensure digital mentors 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 and ensure they are competent in using Be Connected resources
- Provide ongoing mentoring to digital mentors trained by your organisation (minimum of 2 hours per trained digital mentor over the 10 month contract period)
- Submit a mid term progress report, and at the end of the grant term, 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:

- Evidence of need for digital mentors
- Capacity and experience to deliver a training program
- Evidence of capacity to engage the required number of digital mentors
- A continuity plan for digital mentors once they have completed training

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 24 August 2020, once a contract has been accepted online and an invoice has been emailed to connect@goodthingsfoundation.org.
- \$25,000 (plus GST if applicable) will be transferred to your nominated bank account from 8 February 2021, subject to submission of a satisfactory progress report, outlining delivery against your project plan, and an invoice emailed to 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 29 January 2021. 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 within a month of the project's completion. 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

Activity	Date
Launch of online application	Monday, 29 June 2020
Deadline for applications	Friday, 31 July 2020 by 23:55 (AEST)
Communication of results to all applicants	Monday, 17 August 2020
Payment dates	24 August 2020 and 8 February 2021

Project start date & finish date	31 August 2020 - 30 June 2021
Report dates	29 January 2021 - Mid-term progress report 31 July 2021 - Final report & financial acquittal
Training of trainers	Compulsory training for all Lead Digital Mentors will be conducted online in early September 2020

Contact

Contact the Good Things Foundation team on (02) 9051 9292 or connect@goodthingsfoundation.org if you have any questions about the application process or grant guidelines.

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 connected to your account.

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

Section 1: Conditions of the grant

1.1 Conditions of the grant

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

- We have the potential to engage and support the required number of Digital Mentors within our network
- We have qualified Lead Digital Mentor with relevant experience to deliver training
- The Lead Digital Mentor will attend online training provided by Good Things Foundation
- We have experience in delivering training projects
- We will follow-up and mentor Digital Mentors post-training
- We will undertake police checks/working with vulnerable persons checks for all Digital Mentors
- We will be ready to commence the program on 31 August 2020
- Our organisation has public liability insurance
- We will ensure all required reports, including an Audited Financial Statement, are submitted by the due date

- We are willing to provide additional information to Good Things Foundation, if requested
- When delivering face-to-face training, we will deliver programs in accessible premises
- We have an Australian Business Number

1.2 Select the contract you would like to apply for from the dropdown menu.

Contract Size	\$50,000 to engage a Lead Digital Mentor and train and support 80 digital mentors	\$50,000 to engage a Lead Digital Mentor and train and support 40 digital mentors in outer regional, remote and very remote areas
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At this stage we recommend that you click on the save and continue button before moving on.

Section 2: The Project

2.1 Which target audience/s are you aiming to support through your Capacity Building project?

Select all that apply.

- Aboriginal or Torres Strait Islander people
- Culturally and linguistically diverse people
- People living in outer regional, rural and remote areas
- People with chronic/life limiting health conditions
- People with mental health conditions - mild
- People with mental health conditions - moderate
- People with mental health conditions - severe
- People with learning disabilities
- People with sensory disabilities
- People with physical disabilities

2.2 In which Australian States/Territories will you deliver the Capacity Building project?

Select all that apply.

- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia

2.3 Why is this project important for your community? Please provide evidence of how the need for this project was identified e.g. through a community need assessment, surveys or other forms of feedback in your community and/or through consultation with other organisations or groups.

Word limit: 300 words

2.4 Why is your organisation best placed to address this need? Please provide evidence of your organisation's credentials and previous experience in delivering a training program and list qualifications, skills and experience of the Lead Digital Mentor.

Word limit: 300 words

2.5 Describe how you will deliver training and ongoing support to Digital Mentors. Please include a detailed project plan, outlining activities, time frame, responsibility and outputs in chronological order.

This should include, promotion and delivery of training sessions, numbers of participants, ongoing support and follow-up of Digital Mentors.

Word limit: 750 words

2.6 Capacity: Provide evidence of your organisation's capacity to engage the required number of Digital Mentors.

Word limit: 300 words

2.7 Please outline your continuity plan for Digital Mentors once they have completed training. How will they be put to use in the Be Connected program?

Word limit: 300 words

2.8 How will you know that the project has made a difference? Please list the expected outcomes for the project and how you will measure them.

Word limit: 300

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

Word limit: 100 words

Review, save and submit

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

You can continue editing your application until the due date under the section "Apply for funding". Select the "Capacity Building grant" funding round and your previously saved application will appear for editing.