

Community Engagement Grant Guidelines 2020

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.

Through funding from Good Things Foundation, local Network Partners have been delivering Be Connected digital literacy programs to help older Australians aged 50+ to gain digital literacy skills and confidence.

To help promote these programs, Good Things Foundation is delighted to offer Network Partners the opportunity to apply for a \$1,500 Community Engagement grant.

Through this grant, successful applicants will host an event or promotional activity, to help expand their reach and attract more people in need of digital literacy support to their Be Connected program.

About the Community Engagement Grants Program

Grant Amount

Organisations can apply for a Community Engagement grant of \$1,500 (+GST if applicable).

Eligibility

Applications that do not satisfy the eligibility criteria, will not be considered. To be eligible to receive a grant you must:

- Currently delivering a Be Connected Digital Literacy program and have received an Activation, Building Digital Skills or Capacity Building grant from Good Things Foundation
- Have not received a Community Engagement grant from Good Things Foundation in the past
- If engaging digital mentors, 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.
- Ensure that your organisation has public liability insurance.

- If staging an event, you have fully accessible premises.

What can the grant be used for?

The Community Engagement grant has been designed to assist organisations to promote their Be Connected program. You may wish to stage a BBQ or morning tea at your local library or shopping centre, set up a stall at a community event (like the local show or Seniors Week), host an information session, or take out an advertisement in your local newspaper promoting your Be Connected program, whichever you believe will be most effective in introducing older Australians to the Be Connected Network and encouraging them to register on the Be Connected Learning Portal or Good Things Foundation’s data and performance management system - CaptureIT.

Examples of items that can be funded:

- Marketing/promoting your event
- Presenter/staff costs
- Catering
- Room hire
- Printing of learning material
- Placing advertisements in local newspapers

Exclusions:

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

To assist you in your community engagement activity, Good Things Foundation will provide you with support to ensure you are fully prepared to run a successful campaign, such as:

1. Marketing materials
2. Press release template
3. A webinar for running successful community engagement events
4. Be Connected brand guidelines

Notification, Payments and Term of Grant

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, \$1,500 (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.

The grant terms for upcoming funding rounds are:

Funding Round	Grant term
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Community Engagement Round 6	1 April - 30 June 2020
Community Engagement Round 7	1 May - 31 July 2020
Community Engagement Round 8	1 June - 28 August 2020

Grant recipients will be required to spend the grant funds and host their event or activity within the grant term.

Reporting

Successful applicants will be required to provide a detailed report of how their promotional activity went, including funding expenditure, within one month of the contract ending. In the report, we would like to know:

1. What promotional activity did you undertake
2. If you conducted an event:
 - 2.1. When, where and for how long did your event take place
 - 2.2. The number of people that attended
 - 2.3. Please include images, quotes and stories
3. How many learners aged 50+ did you engage with
4. How many of these learners were new to Be Connected
5. How many of these learners registered on the Be Connected Learning Portal or on CaptureIT
6. Expenditure (what did you spend the funds on)
7. Supply at least one photo of your community engagement activity
 - Do you have permission for Good Things Foundation to use and distribute this photo/s? Yes/No. If yes, please upload photo consent forms.

How do I apply?

Applicants need to log in to the [Be Connected Network Partner site](#) and submit their application online.

Application form

Question 1 will be pre-filled but you should double check that the information is correct.

Question 2 will check that you qualify for the grant. Question 3 is where you tell us about your promotional activity.

Application Questions:

1. Your organisation and application details

The following fields will be pre-filled. Please check that your details are correct.

- 1.1. Organisation name
- 1.2. Network Partner number
- 1.3. Centre address
- 1.4. Primary contact
- 1.5. Telephone number
- 1.6. Email address

2. Conditions of grant

Please ensure that you can select yes to all of the qualifying criteria outlined below:

- Have received an Activation, Building Digital Skills or Capacity Building grant
- Have **not** received a Community Engagement grant from Good Things Foundation in the past
- If engaging digital mentors, 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.
- Ensure that your organisation has public liability insurance.
- If staging an event, you have fully accessible premises.

3. The Project

3.1 Which target audience(s) are you aiming to reach with your promotional activity

- Aboriginal and Torres Strait Islanders
- Culturally and linguistically diverse individuals
- Individuals based in outer regional, rural and remote areas
- Older people
- 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
- People with a physical disability

3.2 Please provide us with an overview of your community engagement event/activity (if an event, tell us what you plan to do, the name of your event, where and when it is going to be held, and how many people you expect will participate) (100 word limit)

3.3 What is the aim of your community engagement event/activity and what activities will you undertake to ensure your objectives are met? (250 word limit)

3.4 Please provide an itemised and costed budget to show how your organisation will use the funds to deliver this project. (50 word limit)

3.5 Describe how you will use the Be Connected Learning Portal, Network Partner resources and Be Connected marketing materials in your community engagement activity (100 words)

3.6 What are your marketing strategies to promote your community engagement event/s or activity? (media release, social media, website, newsletter, signage, free advertisement, paid advertisement, mail-outs, event launch) (200 word limit)

3.7 Tell us about the Be Connected programs you are currently running and how the grant would help you to reach more older Australians (100 word limit)

Applicants are required to complete all sections of the application form.

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 on connect@goodthingsfoundation.org and are very happy to help.