

Digital Sisters Grant Program Guidelines

Research with settlement services indicates that digital exclusion is a key barrier for delivering support to new migrants and refugees.

Migrants and refugees generally have less access to devices, have limited local knowledge, face language barriers and rely heavily on informal community information systems.

Good Things Foundation Australia, in partnership with HOST International, will deliver a project to build and test a digital literacy program for refugee and migrant women aged 18 to 50 years that is culturally appropriate and builds capability in local people, support services and communities to deliver digital literacy support.

About the program

Digital Sisters is a new digital inclusion program by Good Things Foundation for refugee and migrant women. The program aims to empower women to build digital skills, confidence and connections in the Australian community

Good Things Foundation and HOST International will work together with local communities, funded through the Digital Sisters Grant Program, to create and deliver a digital literacy program for refugee and migrant women.

Grant Amount and Term

We're looking for 20 community partners to help us create this program and deliver digital skills support to refugees and migrant women aged 18 to 50 years.

Participating organisations will receive \$20,000 grant funding, training and support to deliver the project from 1 August 2023 to 30 June 2024.

Eligibility - Who can apply?

To deliver the project, your organisation must:

- Be a member of the Be Connected Network - 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 grant as soon as you submit the Join the Network form

- Already have contact with migrant and refugee women and be providing support to them
- Have an ABN

What do I have to do for the grant?

Every funded organisation is required to:

- Participate in program co-design and resource testing activities
- Nominate at least 2 Digital Mentors to participate in 3 face-to-face digital mentor training sessions hosted by Good Things Foundation. It is preferred that the digital mentors are bilingual women already working in the community, where possible
- Participate in community of practice meetings online to discuss and share information, data, and good practice across all 20 funded organisations
- Participate in individual phone support calls from Good Things Foundation
- Deliver digital literacy programs to at least **40 refugee and migrant women** in your community using the program framework, digital mentor training package and delivery resources, and service delivery principles as agreed in the co-design process
- Ensure all staff and mentors involved in delivering the Digital Sisters project have police checks
- Ensure learners attending a digital literacy skills session complete a sign-in form
- Ensure learner activity and data is gathered and reported on as agreed in the co-design process
- Host promotional events to inform the community of the availability of the program
- commit to supporting outcomes measurement and evaluation activities as agreed in the co-design process. This will include measuring outcomes for migrant and refugee women, Digital Mentors, and the Organisation
- Be prepared to share learner journeys and good news stories so that Good Things Foundation can create case studies
- Upon completion of delivery, submit a final report and financial acquittal

Support you'll receive from us:

Funded organisations will receive support from Good Things Foundation including:

- \$20,000 grant funding
- Professional development training for 2 Digital Mentors
- digital mentor training package and delivery resources
- Support to promote the project
- individual phone support calls

What can the funds 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;

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

Exclusions:

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

Notification and Payment

All applicants will be notified of the outcome of their application via email by 28 July 2023.

If your application is successful, the full amount of the grant, \$20,000 (+ GST if applicable), will be transferred to you from 1st August 2023, once a contract has been accepted online and an invoice has been emailed to connect@goodthingsfoundation.org

Reporting and Record Keeping

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.

Retention of records

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.

Project timeline

| Activity | Date |
|--|--------------------------------------|
| Launch of online application | Monday, 3 July 2023 |
| Deadline for applications | Friday, 21 July 2023 by 23:55 (AEST) |
| Communication of results to all applicants | Friday, 28 July 2023 |
| Payment date | Tuesday, 1st August 2023 |

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|--------------------------------------|---|
| Participate in Co-design | August 2023 |
| Grant term | 1 August 2023 - 30 June 2024 |
| Training of Digital Mentors | Compulsory face-to-face training for Digital Mentors (3 sessions) |
| Final report and financial acquittal | 31 July 2024 |

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 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 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 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.*

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
- 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**

Please include evidence of your organisation's experience in working with migrant and refugee women and the level of support provided to them

This question has a 100 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**

Please include an overview of your promotional event(s)

This question has a 200 word limit

- **Please upload a detailed Project Plan** (you can access a [project plan template here](#))

The project plan should help demonstrate a clear approach to the project by outlining the key steps required and all tasks to be considered (for example, attending co-design workshop; engaging Digital Mentors; attending Digital Mentor training; delivering digital skills training; marketing - including promotional events; evaluation; reporting), as well as realistic timeframes to ensure the project can be completed by the proposed end date

This question has a 200 word limit

Impact and Assessment

- **Please describe what outcomes you hope to achieve and how you will measure them**

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 Be Connected 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