

Get Online Week Grant Guidelines

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 \$20 million Be Connected grants program and coordinates the Be Connected Network.

About Get Online Week

Get Online Week is an international campaign, organised by Good Things Foundation, designed to bring digital inclusion to national attention. Get Online Week began in 2007 and since then, the campaign has grown into a week-long annual celebration, with thousands of events taking place each year that bring digital skills and know-how to everyone. Last year, over 1,000 events were held across Australia during Get Online Week, helping people with limited digital skills get more out of life online.

This year's Get Online Week campaign will take place from 19 - 25 October 2020.

There are 2.5 million Australians who are not online, and there is much to do to ensure no one is left behind in an increasingly digital world. Get Online Week sees hundreds of community organisations across the country hold events helping people to make the most of the internet - and you can get involved!

We're working together with commercial partners, stakeholders in government and hundreds of community organisations to reach out and encourage people to join their local event. We are supporting Be Connected Network Partners with a special Get Online Week Event grant of \$1,000 to run their event.

About Get Online Week Event Grants

\$1,000 grants are available to all Be Connected Network Partners to host a face-to-face or online event during Get Online Week.

Last year, through BBQ's, morning & afternoon teas, open days, and stalls at local markets, our Network Partners gave thousands of Australians the opportunity to make the most of the internet as a next step to improving their digital skills.

This year, in addition to face-to-events, we are offering organisations the opportunity to host an online event. You may wish to run an online trivia game, host an online

cooking class, or play a group game of online bingo. Get creative and think about an online event that your community would like to attend.

Get Online Week will take place from 19–25 October 2020, and all Get Online Week Event grant holders will engage their communities and spread the message that ***now's the time to get online.***

Eligibility - Who can apply?

Organisations who would like to apply for a Get Online Week grant must:

- Be a registered Network Partner within the Be Connected Network
- Acquitted previous grant/s awarded by Good Things Foundation

If you are not yet a Network Partner, you can join through the ['Join the Network'](#) page on the Network Partner website. You can apply for a grant as soon as you have successfully joined the Be Connected Network.

Grant Requirements

1. Hold at least one face-to-face or online event during Get Online Week to engage with your community and illustrate that now's the time to get online
2. If staging a face-to-face event, have full accessible premises
3. Use Get Online Week resources, the Be Connected learner website, and Network Partner Resources in your event
4. Supply at least one photo of your Get Online Week event
5. Provide a detailed report of how your Get Online Week activity went including the number of people reached
6. Introduce new learners to the [Be Connected Learning Portal](#) and encourage them to sign up to learn new skills

What we'd like you to do:

1. Promote your event to your community through social media, notice board advertising, or even in the local media.
2. Subscribe to the Get Online Week mailing list
3. Send a local press release and invite VIPs such as MPs, mayors, and your leadership team.
4. Participate in monthly surveys.

Support you'll receive from us:

We're here to provide you with support to ensure you are fully prepared to run a successful event, such as:

- Get Online Week event resources

- Press release and invitation templates
- Ideas/themes for sessions
- Social media guidelines and tips for advertising
- A webinar on running successful events

Government Regulations on Social Gathering

Organisations who wish to hold a face-to-face event must ensure that, at the time of submitting their application, their proposal is within federal, state and local government safety laws and regulations on public gatherings.

As we are living in uncertain times, we appreciate that these circumstances may change between now and Get Online Week.

In the event that social gathering restrictions are reimposed in your area, which prevent you from hosting a face-to-face event, we will consider requests to either transition to an online event during Get Online Week or defer hosting your face-to-face activity to a future agreed date/event.

Use of Funds

You are required to clearly outline your proposed expenditure in the budget you submit with your application. Budget's must be realistic i.e. funding is spent on activities that can be justified as supporting your event, such as:

- Marketing/promoting your event
- Presenter/staff costs
- Devices
- Internet fees
- Catering
- Room hire
- Printing of resources
- Equipment hire

Notification and Payment

All applicants will be notified on the outcome of their application via email on 16 September 2020.

If your application is successful, the full amount of the grant, \$1,000 (+ GST if applicable), will be transferred to you from 21 September 2020, once a contract has been accepted online and an invoice has been emailed to connect@goodthingsfoundation.org.

Please note, failure to accept the contract and submit an invoice to Good Things Foundation by **Friday, 16 October 2020**, will result in our grant offer being withdrawn.

Project timeline

Unlike last year, where we had two rounds of funding for Get Online Week grants, this year there will be only one funding opportunity available for organisations to apply for funding.

The key dates are:

Activity	Date
Online applications open	Monday, 27 July 2020
Deadline for applications	Wednesday, 9 September 2020 by 23:55 (AEST)
Communication of results to all applicants	Wednesday, 16 September 2020
Payment date	Monday 21 September 2020
Project start and finish date	19 October to 25 October 2020
Final report and financial acquittal	Friday, 6 November 2020

Reporting

Successful applicants will be required to submit a final report and financial acquittal by Friday 6 November 2020. In the report we would like to know:

- a. A brief overview of your event (what you did, when, where, and for how long your event took place)
- b. The number of people that attended/you engaged with
- c. How many of these people signed up to the Be Connected Learning Portal or were registered on CaptureIT
- d. Images, quotes and stories
- e. Expenditure (what did you spend the funds on?)

How do I apply?

The application period is open from 27 July to 9 September 2020. Please log on to the [Network Partner](#) site and submit your application online. You can see an example of the form below.

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 event.

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:

- If engaging digital mentors, 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 (if staging a face-to-face event)
- We agree to subscribe to the Get Online Week mailing list
- We agree to host the event between 19-25 October 2020
- We agree to incorporate the 'Now's the time to get online' theme of Get Online Week in our event
- We agree to use Get Online Week resources, the Be Connected learner website, and Network Partner resources in our event
- We agree to participate in monthly surveys
- We agree to submit a detailed report of our Get Online Week activities, including at least one photo of our event, to Good Things Foundation

3. The Event

3.1 Which target audience(s) are you aiming to reach with your event:

- 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 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 Get Online Week attracts media attention prior to/during the campaign. Would you be interested in the media covering your event?

3.3 Please provide us with an overview of your event (tell us what you plan to do, where and when it is going to be held, and what activities you will undertake to ensure your objectives are met) (300 words)

3.4 Please provide an itemised and costed budget to show how you will use the grant funds to help deliver your event/s. (100 words)

3.5 How will you incorporate this year's theme of 'Now's the time to get online' in your Get Online Week event/s? (150 words)

3.6 Describe how you will use Get Online Week resources, the Be Connected Learning Portal and Network Partner resources in your event/s (150 words)

3.7 What are your marketing strategies to promote the event/s? Tell us how you will encourage people to attend. (200 words)

Support

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