



# 100% Digital Leeds: Digital Inclusion Fund

## What we want to do

Thousands of adults in Leeds lack [basic digital skills](#). A lack of digital skills can have a huge negative impact on a person's life, and it's those who are already at a disadvantage – through age, income, disability, unemployment, or education – that are most likely to be digitally excluded.

We know that helping people to become digitally included will bring wider social benefits. Improved digital skills help people be better informed, pay less for things, be more employable, feel more independent, be less isolated, and live better, easier, longer lives.

We want everyone to understand how digital would benefit them, be able to gain the skills they need to make the most of digital, and get connected.

## Partnering with the third sector

The 100% Digital Leeds team know that we can't reach all of these people ourselves and we understand the value of the third sector in connecting with the hardest to reach citizens of Leeds. We are working to support third sector organisations to embed digital inclusion activity into their core service.

We're already doing this with our [Tablet Lending](#) and [Digital Champions](#) Schemes, which help organisations build their digital skills and confidence and gives them the freedom to pilot the approaches to digital inclusion that best suit their service users. Find out about these schemes and how organisations have already benefited by visiting [digitalinclusionleeds.com](https://digitalinclusionleeds.com).

The Digital Inclusion Fund will help organisations take the next step by allowing them to overcome any barriers currently stopping them embedding digital inclusion activity into their future delivery. We take a 'furthest first' approach and are looking to give grants to organisations working with the hardest to engage groups with the least digital skills.

## Who should apply

We would like to see applications from third sector organisations who are:

- Facing a barrier to delivering digital inclusion activity
- Committed to embedding digital inclusion activity into their future offer
- Supporting our target audience
- Delivering activity in our target wards
- Committed to helping people to develop their [basic digital skills](#)

# Application guidance

## Introduction to the fund

We are offering grants of £1,000 to £10,000 to help overcome any barriers to digital inclusion that your organisation faces, such as buying equipment, hiring tutors, or paying for connectivity. We have £100,000 available to help third sector organisations working with hard to reach groups across Leeds to embed digital inclusion activity into their future delivery.

For more information about the 100% Digital Leeds project and activity to date please visit [digitalinclusionleeds.com](https://digitalinclusionleeds.com). For more detail and wider context read [Powering up the Leeds Economy through Digital Inclusion](#)

If you're not sure what we mean by 'digital inclusion' please refer to [The Essential Digital Skills Framework](#) and [The 2018 UK Consumer Digital Index](#)

## How to apply

Please complete our [Google form](#). You must answer all questions marked with an asterisk in order to submit the form.

Applications open 7<sup>th</sup> May 2019 and close 17<sup>th</sup> June 2019.

If you are unsure about any part of this process please [contact the 100% Digital Leeds team](#).

## The process

You will receive confirmation of your application, via email, within 10 working days of us receiving the completed form.

Applications that do not meet the eligibility criteria, application guidance, or [Leeds City Council Values](#) will be declined.

Applications will be assessed using a set scoring system aligned to the application guidance.

If you are successful in this stage of your application we will be in touch to ask for more detail around your governance and financial management before either approving or declining the application.

We aim to let you know the outcome of your application by the end of June, though if we receive an unprecedented number of applications this may take longer.

## Payment of grants

Payment of grants awarded will be made following the return and processing of relevant documentation. Grant payment may be subject to further conditions.

Grants will be awarded in a single payment via BACS transfer. Bank accounts must have a minimum of two signatories. The payment process will take 30 days after your bank details are confirmed.

# Eligibility Criteria

## Organisational governance

Applications will only be accepted from third sector organisations. This includes voluntary and community organisations, not-for-profit social enterprises, mutuals, and co-operatives.

If your application is successful we will require a copy of your constitution or governing document. This must have as a minimum the name, aim/purpose, objects and a dissolution clause for the organisation. We will also require a list of Trustees/Committee members and signatories.

## Geographical reach

Applications are welcomed from organisations delivering in the Metropolitan District of Leeds but preference will be given to applications from organisations delivering activity in the following priority wards:

- Armley
- Beeston & Holbeck
- Bramley & Stanningley
- Burmantofts & Richmond Hill
- Chapel Allerton
- Hunslet & Riverside
- Farnley & Wortley
- Gipton & Harehills
- Little London & Woodhouse
- Killingbeck & Seacroft
- Kirkstall
- Middleton Park

If you're not sure which wards your organisation delivers in you can find out using this [interactive map of Leeds ward boundaries](#).

## Demographic Reach

Applications are welcomed from organisations working to improve the basic digital skills of adults but preference will be given to organisations working with the following target groups:

- ESOL needs
- Hearing and visual impairments
- Homelessness
- Learning difficulties and disabilities
- Long term health conditions
- Mental health issues
- Physical disabilities
- Unemployed
- Socially isolated
- Older people
- Low income
- Low skilled

## Monitoring and evaluation

We will work with you to measure the impact of the grant over a 12 month period. We will check in with your organisation on a monthly basis to monitor progress. You will be expected to complete a quarterly impact survey. Over the 12 month period we will work with you to develop a minimum of one organisational case study and two service-user case studies.

The monitoring information that we collect is vital as it gives us valuable evidence to use when advocating for digital inclusion in Leeds and helps us strengthen the local authority's case for continuing to fund digital inclusion. Organisations that fail to return their monitoring information will be asked to return their grant and will not be eligible to reapply to the scheme.

# Completing the application form

## Section 1: Who are you?

### **Name of organisation**

Please give the full and official name of your organisation.

### **Address of organisation**

Please give the address of your organisation's Head Office.

### **Contact name, email address, and telephone number**

Please make sure this essential information is correct. Where possible this contact should be someone who will be available to help move the application forward in the month after its receipt.

### **Secondary contact name, email address, and telephone**

A secondary contact will help us keep in touch with your organisation in the event that the primary contact is not available.

### **Website**

If your organisation has a website, please give us the address. We will use this to understand more about your organisation and its work.

### **Social media**

If your organisation has a social media presence, such as a Facebook page or Twitter handle, please give us the address or handle. We will use this to understand more about your organisation and its work.

## Section 2: What do you currently do?

**Tell us a little about your organisation's primary offer, reach, and outcomes (max 250 words)**

In this answer please tell us:

- What your organisation does (outputs)
- Who your service users are (the kind of people you work with)
- How people benefit from your work (outcomes)
- Who you work with (partners, stakeholders, members of the community etc) and how you work together

**What is your organisation's current digital inclusion offer? What is stopping you from doing more? (max 250 words)**

In this answer please tell us:

- What you are currently doing to help your service users to improve their digital skills
- What is stopping you from doing more digital inclusion work

**What are the barriers to digital inclusion faced by your service users?**

The main barriers to digital inclusion can include a lack of skills and confidence, lack of equipment or Wi-Fi, or a lack of motivation. In this answer please tell us:

- What you think is stopping your service users from being digitally included

**Which of these target groups does your organisation support?**

Priority will be given to organisations working with planning to work with one or more of these groups. If you work with another group please give details under 'other'.

We only support organisations working predominantly with adults.

## Section 3: What would you like to do?

### How will you use this grant to embed digital inclusion activity into your organisation's future delivery?

In this answer please tell us:

- What you plan to do to overcome the barriers to digital inclusion faced by your organisation and service users (outputs). Refer back to your previous answer about barriers to digital inclusion.
- How the grant will help with this (no need to give a detailed spending breakdown at this point).
- Briefly, how this will embed digital inclusion in to your future delivery.

### Who will benefit and how will they benefit?

Being digitally included can help people live happier, longer, better lives. In this answer please tell us:

- What difference this digital inclusion activity will make to your service users (outcomes)
- What difference this digital inclusion will make to your organisation (outcomes)

### Over the next 12 months, approximately how many people will benefit?

Although this may be an estimation, please be as accurate as possible.

Numbers will be monitored with monthly reports over the next 12 months.

Priority will be given to organisations with a wider reach.

### How will you sustain the work after this grant?

Though we will monitor your digital inclusion activity for 12 months we are looking for organisations to embed digital inclusion into their future work. If you plan to use this grant to pay for ongoing costs, e.g. a tutor to deliver workshops, please explain how you plan to continue the work going forward.

Priority will be given to organisations that demonstrate a commitment to sustained digital inclusion work.

### Amount you would like to apply for

Requests outside of the minimum £1,000 and maximum £10,000 funding thresholds will not be considered.

This grant can be used to fund a digital inclusion element of a larger project with funding from other sources.

### What will you use the money for?

We expect most applications to fall within these categories; if your application falls outside of this please give details under 'other'.

### Please give a more detailed costings breakdown

Please estimate your costs. You do not need to give a detailed quotes based budget breakdown but please be as accurate as possible. Organisations are expected to adhere to [Leeds City Council's Values](#) on spending money wisely.

**In which ward(s) will you be delivering this activity**

Priority will be given to organisations delivering in the 12 priority wards listed but applications are welcomed from organisations working anywhere in the Metropolitan District of Leeds.

If you're not sure which wards your organisation delivers in you can find out using this [interactive map of Leeds ward boundaries](#).

**Do you agree to provide us with monitoring and evaluation, as set out in the application guidelines?**

By ticking this box you agree to:

- Monthly check-ins to allow us to monitor progress
- The completion of quarterly impact surveys
- A minimum of one organisational case study
- A minimum of two service-user case studies

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