Lambeth Digital Inclusion Fund – Guide to Applying

Please read this guidance carefully before applying to the Digital Inclusion Fund. It contains important information about who is eligible to apply, how the application process will work, and what we are looking for from your application.

The 'Application Guidance' section below has details of each question and what we require from your answers. Once you are ready to submit your application, you can apply using this form. This application is for voluntary and community sector organisations only – the application process for schools will be a separate process that will open shortly.

Timeline

Applications will open on **Friday 21 May 2021** and close on **Sunday 13 June 2021 at 5pm. Applications received after 5pm will not be considered**. If there are an exceptional number of applications, the fund may need to close earlier. The Awards Panel will consider applications and aim to send notifications of awards in the week commencing 28 June.

Amount

It is expected that most applications will be for up to £5,000. Higher awards will be considered for exceptional circumstances, such as a joint bid. High demand for funding is anticipated, so not all applications will be successful, and some projects may be awarded funding lower than the amount applied for.

Eligibility

This fund is for Lambeth VCS organisations who are currently supporting residents in Lambeth including:

- Not for profits
- Social enterprises
- Unincorporated community groups (we would encourage you to work with Integrate CIC who will provide support to incorporate your organisation)

Criteria

Applicants must demonstrate the following as part of their grant funding application:

1. Funding should support households and individuals who do not have enough access to digital equipment, with a focus on children and young people with the highest levels of need.

   - It is preferable to have a specific group you're targeting your support towards rather than supporting all priority groups – the more precise you can be about who will receive the devices, the better. The strongest applications in the last round were proposing specific support for service users organisations were already working with, so they could identify exactly what their projects needed to deliver and for whom.

2. Funding should provide equipment (including personal connectivity equipment such as dongles and Mi-Fi devices) and support to use it. Applications should demonstrate value

for money and equipment costs should be reasonable (see suggested price ranges and suppliers below). A breakdown of the planned budget in the application should evidence this.

3. Initiatives should be delivered as soon as possible, effectively, and safely.

The fund **cannot** support:

- Your running costs, such as moving services online, installing or upgrading internet connectivity at your organisation's office, or computers or mobile phones for staff
- Skills support only, although projects should have a skills support element
- Larger scale connectivity initiatives e.g. community Wi-Fi
- Setting up internet cafes
- Purchasing of video cameras
- Anything already covered by core funding or otherwise already funded

Terms
Grant recipients will be required to:

- Complete delivery of project as soon as possible within 6 months of funding receipt
- Collect equalities data from beneficiaries
- Comply with our impact monitoring and evaluation process, which includes completing a reporting template and submitting it along with supporting evidence six months after receiving the grant

Equalities
Equalities data to be collected from beneficiaries includes demographic data covering all protected characteristics. More information on what is required and a template to use will be provided when funds are awarded.

Top tips for your project
It is important that projects demonstrate value for money and applications will be expected to demonstrate this through a budget breakdown.

- We encourage you to use refurbished devices as much as possible and consider the environmental impact of devices purchased.
- Refurbished devices may also be found cheaper, but it will be important to ensure these are from a reputable supplier and refurbished to a good standard.
- You might find it helpful to look at this guide from the Digital Inclusion Toolkit.
- It is important that the devices purchased are to a reasonable basic specification and usable by recipients. Broadly speaking, this means:
    - i5/i7 3rd generation or better processor
    - 8GB RAM
    - 120GB SSD
    - For a basic specification laptop this will generally mean a price of around £150-250 per device if bought new.
- Some organisations we work with have used Computer Aid for good value recycled laptops. Some more places to look for devices include: eBay stores, Computer Recyclers UK, and Carbon IT.

- Projects planning to purchase more expensive devices won't be automatically excluded provided there are good reasons for this, e.g. they need to be a certain spec to run accessibility or specialist training software required for your project or your users.
- Consideration will also need to be given to ensuring the devices are usable by the recipients; this may include incurring further expense on an operating system, internet connectivity devices, ongoing internet connection costs, necessary software and licences (e.g. for Microsoft Office, if not supplying the devices with a free version like Libre Office).

Application Guidance

You can find the application form here.

Below you will find the list of questions and word limits for your answers, where appropriate. All questions are mandatory, except for those in *italics*, which may not apply to all applicants.

Section 1: Your Details

Please enter the details for the main contact person for the application – this is who we will notify when we make a decision on your application.

1. First name
2. Last name
3. Your role – please enter your title at the organisation you're applying for funding for
4. Contact number
5. Email address – ensure you check the email address is correct; if at any point you click 'save for later' you will be emailed a link and reference number to access your application again.

Section 2: Organisation Details

1. Organisation name and address, including postcode
2. *Organisation website link, if applicable*
3. Type of organisation: registered charity, community interest company, unincorporated community group, or other – if other, please provide details (in the answer for question 6)
4. *Registration number, if applicable*
5. Annual turnover of your organisation – we are asking this to ensure we support a good range of different initiatives including from smaller grassroots organisations as well as more established charities.
6. Brief overview of your organisation: please limit your answer to 200 words and include a short explanation of what your organisation does, who you work with, and where you're active – including whether you're based in Lambeth or working in the borough already or not.
7. Do you have a written governance document that is approved by your management committee/board of trustees/governing body? (Yes or No question)
8. Does your management committee/board of trustees/governing body have at least three unrelated people? (Yes or No question)
9. Does your organisation have a bank account that requires at least two people who are not related to each other to sign each cheque or withdrawal? (Yes or No question)
10. Have you received funding for digital inclusion initiatives in the past 6 months? If so please detail the amount of funding, who awarded it and what it was used for. Please note receiving previous funding won't disqualify your application – this is just to ensure we are

supporting a range of organisations including both those delivering established work in this area and those new to working on digital inclusion.

Section 3: Project Impact
1. Who will benefit from the project? Tell us your target group. Fair access across the borough and across population groups will be an important element of decision making. This means it is important to understand where you will be targeting your support including age, disability, race and ethnicity, deprivation and geography.
2. How many families will be supported by your project?
3. What outcomes do you hope to achieve? (200 words maximum)
4. Where will you focus your support? Please tick all wards that apply, or the 'All wards' option at the end if you will work across the entire borough. If you need to check ward boundaries, you can find ward maps here.

Section 4: Project focus
1. How much funding are you applying for? Please enter the total amount.
2. How will the funding be used?

   a. Equipment (yes or no)

   b. Connectivity (yes or no)

   c. Skills and support for residents (yes or no) - note that projects focusing solely on skills support for residents will not be considered, although projects should have a skills support element

   d. Capacity building (yes or no)

   e. Other (yes or no – please note funding exclusions outlined above)

Please break down the budget, detailing what you will spend on each category and provide as much detail as possible. In the answers please specify what devices and how many you intend to buy, at what cost per device and from where; how much you will spend on providing internet connectivity and how this breaks down (e.g., how many dongles at what cost, how much data allowance you will fund per user and for how long), and your planned budget for skills support provision and how this breaks down.

Section 5: Project delivery
1. What experience do you have delivering similar projects? What skills do you already have that will help you deliver this successfully, and what skills will you need to develop? (200 words maximum) – please note experience of delivering digital inclusion projects is not a requirement for being awarded a grant; again, we are looking to fund a range of projects and organisations. What we are looking for in this answer is some insight into your experience and awareness of your strengths and weaknesses.
2. How will you deliver this over the next 6 months? (200 words maximum) Include details on how you will ensure equipment reaches vulnerable residents and how you will deliver support.
3. How will you ensure families can use the equipment successfully, legally and safely, including staying safe online? (100 words maximum) – please explain how your project will ensure that users are supported to use the equipment appropriately and stay safe online, detailing what training and ongoing support you will provide and what this will cover.

4. All successful applicants will be required as a condition of the grant to comply with our impact monitoring processes, including collecting equalities data and submitting monitoring and evaluation forms. Will you agree to this? (Yes or No question – please see Terms and Equalities sections above) – please note more information about these requirements and templates will be provided upon award of a grant, and you will have the opportunity to review and ask any questions before agreeing to the terms and accepting the grant.

Questions

If you have any further questions, please contact Emily Wester, Capital Programme Manager, at ewester@lambeth.gov.uk or 0207 926 0150. If you are having trouble completing the application form get in touch as soon as possible and we can discuss alternative options for applying.