Clarion Futures: One Digital Project Scoping and Grant Application Form.
Funding Round Two.

All organisations who are applying for Clarion Futures One Digital funding will be required to complete this form. This form also provides your organisation with a framework to explore your capacity to deliver this work.

Submission Date:

Organisation Name:

What best describes your orgaisation? (please tick one below)

1. Communities
2. Education
3. Health
4. Housing
5. Social Care
6. Other

Project lead contact information:
Name:

Job title:

Email address:

Contact number :

Project second contact information
Name :

Job title:

Email address:

Contact number:

Please describe the location/area range/regions where you plan to deliver project work:

Provided below are the project delivery dates which align to this specific round of funding. Please tick to commit to all those dates whereby your organisation could initiate project delivery, if successfully awarded grant money. Please note that Clarion Housing Group would be looking to initiate a phased start with successful organisations.

Funding Round Two:
November 2018
January 2019
February 2019

Eligibility Requirements

1. **Before completing the full application form you will need to consider and be able to answer 'Yes' to each of the below questions to ensure the One Digital Fund is right for your organisation:**

1. Basic digital skills are those skills necessary for navigating the internet and other technology in order to improve self-management of day-to-day life. Please confirm that your proposed project/service will focus on supporting clients in relation to basic digital skills (BDS). It is important to note BDS differs to IT literacy work and training individuals on the basics of how to use a computer.

    Yes
    No

2. Can your organisation confirm that the proposed project/service will aim to support clients who are accessing your organisation in order to advance their employment and training prospects?

    Yes
    No

3. Can your organisation and proposed project/service confirm it will be able to recruit and sign-up 20 Digital Champions to reach a maximum of 300 clients over a 12 month period.

    Yes
    No

4. If successful and funding is approved, can your organisation confirm it is able to commence delivery of the proposed project/service no later than 1st February 2019

    Yes
    No

5. Can your organisation confirm the delivery of your proposed project/service will be managed by your organisation and not wholly out-sourced to a third-party delivery partner?

    Yes
    No

Q1. Please provide details of the current employment support services run by your organisation that will take-on and embed a Digital Champion support model. Please provide specific reference to how your current employment support services plan to carry out and integrate the initial screening of client's basic digital skill needs.

Please remember to detail any information on the number of clients you typically support, the specific steps that would need to be taken to integrate Digital Champion support and screening into your existing services, if you have the necessary processes and staff in place to get going if funding is approved and if you have delivered similar work previously - can you evidence your past success.

Please note the grant funding favours the Professional and Voluntary Champion models of delivery but does also recognise the Embedded Champions model (e.g. existing employees within your organisation being tasked to deliver this support).

Q2. Please provide details of how you plan to allocate the £20,000 grant funding to enable you to engage and support Professional (paid) and/or Volunteer (non-paid) Champions as part of this work.

Please remember you can upload a budget plan as part of your supporting documents. Please use this question to provide details of the specific tasks involved in recruiting, retaining and supporting your champions alongside the associated cost for each of these planned tasks.

Q3. Please provide further detail on how, at what stage of the client journey and where your Digital Champions will support clients who access your employment support services.

Please detail what type of support you will offer e.g. tailored one-to-ones, group sessions, a combination of methods etc. if the support be delivered out in the community or at your head office? Will support be run separately or in parallel/as part of existing employment support interventions etc.?

Q4. Please provide the name of any groups or organisations you plan to partner with for the promotion and/or delivery of your proposed project/service (noting delivery cannot be wholly out-sourced to a third party but partnership and collaboration is welcomed).

Please provide details of the nature, length and purpose of the partnership alongside what your anticipated outputs of their involvement in this work will be.

Q5. Please provide details of how you currently screen/assess the basic digital skills of your employment support clients. If this is not something you currently undertake please provide details of your confidence and ability in using a dedicated screening tool as part of this work.

It is important all applicants have read through the supporting information on the Clarion Futures One Digital Screening Tool.

If you currently assess/screen – please provide details of the methods, resources and tools you currently use, who leads on this and how this is managed.

If you do not currently assess/screen – please provide details of any similar needs/skills assessment activity you undertake with details of the methods, resources and tools you currently use, who leads on this, how this is managed and how this experience will translate into adopting , and successfully utilising, the Clarion Futures One Digital Screening Tool.

Q6. Please provide details of your work plan key dates including the milestones to plan, promote, recruit, deliver and monitor your project/service. Please also highlight dates/periods which may impact delivery (e.g. public holidays, seasonal peaks or quiet times, clashes with other priorities in your organisation, known staff changes etc.)

Please provide detail of the timeframe for your critical tasks, if there is any flexibility to manage issues and what contingency is in place. You are welcome to upload spreadsheets/timelines/project plans as part of your supporting documentation.

Q7. Identifying and planning in the event of encountering project risks has been fundamental to the delivery of One Digital project work.

Please use the table included to outline potential risks to this work, including the ways you would mitigate and respond to risks encountered. Please consider any risks which may be encountered during the lifespan of the project.

Identified risks	Ways to mitigate	How to respond to risk

Q8. In <u>no more than 150 words</u> please detail the anticipated benefits, learning and impact this partnership work will have on your organisation, your ways of working and your clients.

Please detail what your expectations are for learning from this type of client support and how you plan to embed the project/service, and learning, into the core delivery offer to your clients beyond the lifecycle of the grant funding

Q9. Please use this space to provide any further detail with regards to your planned project/service, key tasks, anticipated timeframes, key stakeholders or any comments on your organisation's positioning to provide the most impactful support to clients both as part of this project and beyond the life-cycle of the funding.

Please provide any additional information to help us understand how your project/service meets the criteria and why your organisation should be selected for funding. Additional information can be uploaded as part of your supporting documents.

For applications to be formally received they must be attached to an email, along with any additional information and sent to Tanya.Spence@clarionhg.com with the subject line entitled **CFOD Funding Application.**

Thank you for completing this form.

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