

Digital Outreach grants scheme: Guidelines for applicants

Digital Outreach provides a grants scheme to enable local organisations and groups to increase awareness of the digital switchover and the Help Scheme running events or other activities in connection with switchover and the Help Scheme amongst our core target audience.

Surrey Community Action has been appointed by Digital Outreach to be the lead organisation in the areas covered by the Crystal Palace transmitter, and are managing and administering the grants scheme in these areas.

Please contact Libby Minto at Surrey Community Action if you would like to discuss elements of your application or how we can support you in delivering, coordinating or publicising your planned activities.

Project Coordinator Name: Email: Lminto@surreyca.org.uk

Phone: 01483 447 127

Post: Astolat, Coniers Way, Guildford, Burpham, Surrey, GU4 7HL

We expect that most grants will be for amounts under £500. The minimum grant available is £100 and the maximum grant is £3,000.

Who can apply for a grant?

Any community group or voluntary organisation can apply for a grant. The fund is not available for private companies or individuals. Organisations applying for more than £500 should use the longer application form and enclose a copy of their constitution with the application.

What types of events, activities or services can be funded?

The one requirement we have is that the grant should be to help engage people, fund activities or raise awareness of switchover and the Help Scheme in a way that adds value to what is already planned.

We want to help local organisations to include digital switchover and Help Scheme information in local events, meetings, presentations and visits with the target groups we need to reach. Digital Outreach encourage groups to come up with innovative or unusual ways of raising awareness and understanding about the digital switchover and the Help Scheme.

We will not fund activities that involve commercial activities or are not focused on digital switchover.

The grant scheme is only to fund activities that can demonstrate that they can engage with our core target groups:

- Older people
- People with sensory, mobility or dexterity impairments
- People with learning difficulties
- People who have experienced mental health conditions
- People whose first language is not English
- People who may be socially isolated.

Examples of activities you may wish to consider are:

- Including a session on digital switchover in your regular event – e.g. lunch club, meeting or coffee morning, where you incur additional costs (eg. refreshments, room or equipment hire)
- Holding a digital switchover awareness day in your area
- Holding a series of meetings or drop-in centres on digital switchover
- Transporting people to/from switchover events when without that assistance they could not have attended
- Home visits
- Providing training on the switchover to volunteers and advice workers.
- Translation services

The following are specific examples of previously grant funded activities:

- Sponsorship of transport to take people with visual impairment to a large Vision Support annual event where DUK and Help Scheme had a stand.
- Grant awarded to a group which supports adults with mild to moderate learning disabilities most of whom live with parents or carers or in independent living. The group ran an information session for members of the group with their parents and carers to assess their needs in regard to the digital switchover, to promote the Help Scheme and to ensure that they receive the support needed. The grant covered transport costs, refreshments, and volunteer expenses.

- Grant awarded to a local social car scheme which transports the most vulnerable people in their area to medical and social appointments. Volunteer drivers received training regarding the switchover and Help Scheme and were keen to ensure that some of the most vulnerable clients were fully supported. The grant was to enable the group to distribute information to clients and co-ordinate volunteers to ensure that they can signpost people to the most appropriate support and covered volunteer expenses, postage, stationary and telephone calls. In addition the grant was used to conduct 1-1 follow up's with those who were identified as needing further support.
- Grant awarded to a Carers Service to cover refreshments, room hire, and training equipment at 7 sessions where information on the switchover and Help Scheme was distributed.
- Grant awarded to a Cancer Support Centre to purchase a digital-ready TV for demonstration purposes, plus refreshments for a 'Digi-day' for the people who visit our Cancer Support Centre. Clients were able to drop in and practice retuning, and have access the Digital UK website postcode checker.
- A local Deaf Society were awarded a grant to enable them to hold an event for their clients, the grant covered venue hire, refreshments, promotion and a BSL interpreter.
- A Pakistani Senior Citizens Club were awarded a grant to cover the costs of 2 language translators, and 2 sign language translators during a Diversity, Food and Friendship Day. Talks were given on the switchover and Help Scheme and information distributed.

When can grant funded activities take place?

Activities must take place in the six months leading up to the switchover in your area. Activities outside of this time period cannot be funded by the Digital Outreach Grant. Applications should be made in advance of the planned activities, however retrospective applications may be considered on a case by case basis.

The grant process takes approximately one month from application to payment.

Payment must be via the applying organisation's bank account – if your organisation does not have its own bank account, alternative arrangements can sometimes be made via Surrey Community Action.

What are the conditions for the Digital Outreach Grant?

The terms and conditions for a Digital Outreach Grant are:

- The amount awarded must be used to fund only the activities that are described in the application.
- Surrey Community Action must be notified of any changes that will prevent the activities from going ahead as soon as possible, and this must be confirmed in writing.
- Any amount that remains not spent after the switchover goes ahead in your area must be returned immediately to Digital Outreach.
- Feedback must be provided to Surrey Community Action within 2 weeks of the activity being completed.

How to complete the application form

The form can be completed either electronically or by hand. You may attach additional A4 sheets if the extra information is important for your application.

Amounts up to £500

For sums up to £500, apply using the one-page **Grant Application Form – up to £500**. Email or post your application to Libby Minto (contact details are on page 1). If you have any queries about your application please contact Libby Minto to talk them through.

Applying for over £500

For sums over £500, apply using the **Grant Application Form – over £500**. You will also need to include a copy of your constitution. Email or post your application to Libby Minto (contact details are on page 1). Prior to submitting your application to Digital Outreach, Libby Minto will contact you to talk through your plans and discuss how Surrey Community Action and Digital Outreach can help support your activities. If you have any queries about your application please contact Libby Minto to talk them through.

Publicising and coordinating your activities

We want to help you make the most of your grant. Surrey Community Action and Digital Outreach can provide support for publicising and coordinating your activities by:

- Providing posters to help to advertise your events
- Providing a range of leaflets, and general information about digital switchover that can be displayed and/or distributed
- Providing advice and assistance in completing your application and planning your activities

- Publicising your event to our networks, including newsletters, ebulletins and on our websites
- Writing a press release on your event or activities after they have happened.

Please send any requests for leaflets or assistance to Libby Minto at Surrey Community Action.