



Digital Inclusion Small Grants Programme 2024/25: Guidance notes

The form is divided into six sections:

Section A asks for details about your organisation	Section D is about monitoring your project
Section B is about your project idea	Section E is about keeping in touch
Section C is about your project finances	Section F is your declaration

Section A: About your Organisation

Q1	State the name of your organisation
Q2	State the name of the project. This is distinct from the name of your organisation and helps to refer to the project in more specific terms. We advise that you choose a suitable name for your project.
Q3	State the full name of the lead person making the grant application. Ensure you have the permission from your organisation to apply.
Q4	State the role, position or job title of the lead person making the application
Q5	State your organisation's full address. Please do not provide your home address unless it is also the registered address for your organisation or project.
Q6	State your organisations postcode
Q7	Provide and the email address of the person completing the application and ensure the email address is monitored. Kindly double check the information to ensure it is correct
Q8	Provide phone numbers for the lead person. Ideally provide a mobile and landline and double check that the digits are correct
Q9	State which Community Neighbourhood your project is located in. If you are unsure, you can check by visiting the councils website here



Q10	Tell us about the set-up of your organisation or group from the list. If none apply, please choose 'Other' and specify
Q11	Please state your official Charity or Registration number if you have one.
Q12	Briefly describe the main activities of your organisation. Keep the information concise highlighting information which would be useful headlines for someone who may not be familiar with your project. You should aim for 1 paragraph of no more than 5 lines.
Q13	How long has your organisation been actively delivering programmes in Newham? Tell us the period your organisation has been delivering regular and substantial activities in Newham. This could be in a formal or informal setting.
Q14	Please give details of any digital inclusion support you currently offer or have offered in the past. This can include offering access to devices, internet and digital skills. Who did the project support? How long did the project run for?
Q15	Tell us about the organisational income for the last year. Informal groups with no formal accounts can provide an estimate. This information will help us to understand the size of your organisation and to ensure we have a balance of different types of groups being considered for funding.
Q16	State if you have received any funding in the last 12 months from Newham Council or its grant partners including Tate & Lyle and Aspers. Please provide details including name of the grant received, how much was awarded and what the project was. This information will help to support organisations that have not been previously funded especially those that are small or new groups.
Q17	Please tell us if you have any volunteers (regular or occasional) supporting the project or your organisation. The Council is keen to develop the quality and number of opportunities for volunteering.
Q18	The Council's Volunteering Team can provide support for recruitment of volunteers, training, new opportunities and help access a free online volunteer management tool. Contact volunteers@newham.gov.uk for more information.

Section B: About your project idea

Q19	Clearly state the main aim of your proposed project i.e. what are you looking to achieve by the end of the project? Please make sure that the response is kept to a maximum of 500 words.
Q20	Does your project support our digital inclusion priorities? Check the box for all that apply.



Q21	Clearly state 2 benefits which the project intends to achieve. Here, we want you to think about the different ways which residents in Newham will empowered and prosper from taking part in your project.
Q22	Tell us how many people you estimate will take part in the project. If you are unsure about the exact number, then a realistic estimate is fine. It will be helpful to hear other information if you may have about the beneficiaries. For example, are they an underrepresented group, is there a focus on SEND, are there socio-economic challenges? etc.
Q23	Please provide a start and end date for your project. Projects should be completed by 31st December 20224. You must also include details of how many sessions, how long session will last, name of venues etc.

Section C: Project Finances

Q24	How much money you are applying for in total? Please tally all the costs which you are requesting. Remember that the grant available is up to £5000 per project.
Q25	Provide a breakdown of the project costs and include itemised costing. Be realistic and accurate when describing the costs. At the very minimum we expect a description of the item/service to be purchased, how much it costs, quantity required, source of purchase and the grand total which should match the total in question 24. To ensure that costs are accurate and consistent, we may check prices with other suppliers. We are happy to support any Management and Overhead costs associated with the delivery of the project. The maximum amount you can request is 5% for each and will need to be included as part of the overall budget. Please clearly outline if your project is likely to incur costs for enhanced DBS checks, Public Liability Insurance etc.

Section D – Monitoring your Project

Q26	Provide specific information about how you will monitor and record the effectiveness of your project. Tell us about how you will involve beneficiaries in planning your activities and find out what they think of your project. This is an important aspect of the grant programme as it helps us to improve the quality and effectiveness of the projects. Some monitoring methods includes, user survey, feedback, comment cards, evaluation questions and testimonials.
Q27	Tell us how you will demonstrate a commitment to equality and diversity especially for underrepresented groups. You will need to show how your proposed project will engage wider Newham communities and actively encourages their participation. Think about how



	<p>you will market your project so that different groups of people can take part. Consider if your project run during times when people may be occupied with work, education etc.? Can the project be accessed by people with limited ability/mobility? What language/s will be used to communicate?</p>
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Section E – Keeping in touch

Q28	Tell us how you found out about the grant programme. This information is useful to help us to understand which mediums are most effective to inform people so that we can continue to improve our communications and target grant opportunities in the future.
Q29	This is to request your permission for the Council to continue to communicate with you with opportunities and information relating to the Voluntary, Community and Faith Sector, including future grant funding updates.

Section F – Declaration

Q30	If your application is successful, the Council may ask for further proof as listed. This is to ensure that the organisation is eligible to apply and has the legal governance in place to deliver the project in a safe and responsible manner.
Q31	Provide signature of the authorised person from your organisation
Q32	Write the full name of the authorised person from your organisation
Q33	State the role of the authorised person from your organisation