



Eligibility Criteria for the Digital Inclusion Small Grants Programme

1. Background

The Digital Inclusion Small Grants Programme is open to members of the Newham Digital Inclusion Alliance who are not-for-profit organisations including voluntary, community and faith organisations working in Newham, that support local projects and activities addressing the digital inclusion needs in our community.

The Newham Digital Inclusion Alliance Small Grants Programme will support digital inclusion projects in Newham. The projects should focus on developing the digital skills of Newham Residents.

This includes:

- Offering training programs, workshops, or online resources to improve digital skills and literacy among individuals who may be inexperienced or intimidated by technology.
- Focusing on basic digital skills such as using email, browsing the internet, using social media, online safety, and digital communication.
- Providing advanced training in areas like coding, digital marketing, graphic design, or data analysis to empower individuals to pursue digital careers and opportunities.

Projects should aim to support at risk groups including those outlined by Westminster digital exclusion research. Priority will be given to projects that support:

- Older people
- Low-income families
- Ethnic minority communities – especially Bangladeshi families in low-income households
- Unemployed
- People with disability or other vulnerabilities (e.g. mental health issues)
- Small and micro businesses - who may struggle to get their businesses online, or conversely in seeking and obtaining skilled workforce locally as they grow
- Cost of living including sustainability and supporting residents to save energy



2. Key notes

The total value of this year's fund is set at £80,000 and organisations can apply for up to £5,000 per project. We aim to support at least 16 projects across the borough. The grant programme will be managed by the Council's Libraries and Community Assets team.

We encourage you to think 'outside the box' on how you can achieve your project outcomes by considering other sources of funding, in-kind contributions and partnership working. This will help us to fund more projects and bring better value and impact to Newham.

You may submit 1 application per project with priority going to supporting as many organisations and at risk groups as possible. We will assess your application using the information you provide on the application form and any supporting documents. The preferred method to complete your application is to make a submission online using the dedicated link here. For queries or to request a Word version of the form please email Digital.Libraries@newham.gov.uk

We will contact you if we are not clear about anything. We may also ask for further information, clarity or evidence if your submission is successful. It is important that you answer all the questions fully and send us the information we have requested.

The Council does not take any direct or indirect liability for accidents, mishaps, losses, close-calls etc. You must have a valid Public and/or Employers Liability Insurance (as appropriate) as well as an Enhanced DBS check for all staff/volunteers supporting the project.

3. Eligibility Criteria

Organisations that have received a grant in the previous year (1 April 2023 to 31 March 2024) from Newham Council including the Neighbourhood Small Grants and the People Powered Places grant programme will be eligible for funding. However, priority will be given to those organisations who have not been funded from these programmes in the previous year.

Organisations that can benefit must be an individual charity, local association (voluntary, community, faith) or other body established for charitable/community benefit purposes and must primarily benefit the residents of Newham. Statutory bodies, including schools, are not eligible to apply to this grant programme. However voluntary organisations attached to statutory bodies are eligible.

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4. Deadline

There will be 1 grant round. Applications will open on 10th July and close on 30th August at 23:59. Projects should be completed by 31st December 2024.

We endeavour to inform you of an outcome within 4 weeks of the deadline. Unfortunately, late applications or those sent to the incorrect address will not be considered.

5. Support

The Council will be hosting a grant information session where you can learn more about the grant and ask questions. This will be an on-line session via Microsoft Teams on **Wednesday, 17th July at 10am**. Please register your interest by emailing digital.libraries@newham.gov.uk and an invitation will be sent.

The Council can also help connect you and your organisation to other groups undertaking similar work.

You may also receive free support from Aston-Mansfield's Fitter Finance Programme if your project has a clear health and well-being focus. Please email CIU@aston-mansfield.org.uk for more information.



6. Application and assessment process

An assessment process will follow using a grant scoring criteria with a panel consisting of Newham Council Officers making decisions within 4 weeks of the deadline. The maximum score will be 24 points and a minimum threshold of 12 points must be met to be considered for funding. We will provide feedback for unsuccessful applications upon written request.

7. Monitoring and evaluation

Successful projects will need to keep records of the delivery of the funded activities against the agreed outcomes. The Council may make monitoring visits to ensure that programmes are running in-line with the grant expectation. The Council will require an evaluation form to be completed at the end of the project and this must be received no later than 8 weeks after the project completion.

Projects are often unique and have their own challenges; sometimes it is necessary to make changes to the original plan which is understand. However, any such deviation must be communicated to the Council as soon as possible to discuss how best to ensure the project remains viable.