



## Apply for funding for a Digital Inclusion Project with a grant from the Innovate & Cultivate Fund

We would like to enable local communities and organisations who have an idea and some committed support secured to build successful digital inclusion projects. This could be for a geographical community (e.g. village/town) or a community that shares something in common such as needing to use digital to attend a group or service (e.g. people with learning disabilities accessing day support online).

**Cambridgeshire County Council would particularly welcome applications to the [Innovate & Cultivate Fund](#) to set up digital inclusion projects in communities across Cambridgeshire. You can apply for a start-up grant of up to £5,000 to cover the first two years of your project.**

### What is a Digital Inclusion Project?

A digital inclusion project provides an opportunity for communities to access resource to support people to engage digitally, based on the strengths and needs of their community.

We would like to enable local communities and organisations who have committed support (i.e. either identified volunteer capacity, funded staff roles or match funding) to build successful digital inclusion projects. The application will need to include details of the need identified, the idea, the community support that is committed and any secured match funding.

The support on offer through this fund will have two elements. We anticipate most will comprise wholly or mainly of the first:

1. A package of support from a menu of options will be available from Cambridgeshire Digital Partnership with Cambridge Online as lead partner.
2. Additional costs required to run the project that are not available within the support package.

We deliver this funding in collaboration with Cambridgeshire Digital Partnership, with Cambridge Online as the lead partner. They provide a bespoke support package and facilitate the Peer Support Group for Digital Champions.

Depending on the identified need in the community, applicants may want to support digitally excluded individuals in their community in a range of ways. Examples could include:

- setting up a local digital buddy mentoring scheme to support elderly residents in the community
- upskilling volunteers/staff members to create and deliver safe and engaging online sessions to people with learning disabilities
- supporting unemployed people to re-enter the job market

## What makes a Digital Inclusion Project suitable for this fund?

The pandemic has seen an existing need for digital inclusion amplified, in parallel people's motivation to get online has risen. People of working age need to find jobs, families need to access services, older people want to get on-line to access shopping, services and social contact, and people of all ages want to use technology to support their mental health and well-being. With Cambridgeshire residents staying at home, technology has become a necessity for keeping connected, working remotely and accessing vital information. In light of COVID-19, digital interaction also plays a growing role in the ability to manage physical and mental health. Becoming digitally included can have a profound impact on individuals' lives and open up a world of opportunity.

## What do you need to start a Digital Inclusion Project?

- A good understanding of your community:** What local projects, groups and businesses already exist in your community? Talk to them about how a digital inclusion project could complement and add value to the great work they do. Find out how many potential volunteers/ staff members want to become digital champions and how many residents wish to be online but lack the skills and/or confidence or are unable to purchase a device/data package because of financial hardship. This can be done through a door-to-door survey, a questionnaire, a public meeting or a social event. You can also learn more about your community from the County Council Parish Profiles - <https://cambridgeshireinsight.org.uk/parish-profile/>
- People:** a Digital Inclusion Project needs enthusiastic people – e.g. a team of volunteers who are committed to be trained as digital champions and help others, and a co-ordinator who can be the main point of contact for those who need support and match them with a volunteer who can help.
- Governance:** Your digital inclusion project needs a governance framework in place to run smoothly, to generate interest, receive feedback and ensure the project stays on track. Your organisation may already have a framework for this in place, or you might set up a steering group or committee to oversee the scheme, monitor progress and sort out any problems.
- Resources:** The maximum amount a project can apply for is £5000. It is a requirement of the fund that a significant element of the project focuses on supporting people to develop their skills, and that applicants bring committed resource to do this. This resource can be either committed volunteers or funded staff time or match funding. Funding may be available from sources such as your Town or Parish Council, local businesses, and charitable grants. For funding opportunities please see: <https://www.idoxopen4community.co.uk/supportcamb>

## What we can provide:

- Start-up Funding and Support:** You can apply for a start-up grant of up to £5000 over a maximum of two years for your Digital Inclusion project from the Innovate & Cultivate Fund. The two charts below summarise costs. When outlining your budget in your application please note that you need to make clear:

- The costs from Table 1: label these ‘Cambridgeshire Digital Partnership Support Package’ – please select the elements of the package you need and use the exact costs outlined below. If your project idea identifies the need for accessibility devices and/or any specific digital skills training not included in the table, please contact Cambridge Online prior to submitting your application to discuss your support needs and exact costs. Contact details: Phone: 01223 300407 Email: [help@cambridgeonline.org.uk](mailto:help@cambridgeonline.org.uk)
- The costs from Table 2: these costs should be included under the appropriate headings on the application form. These are a guide to typical running costs and should be adapted.

 **Support:** All successful bidders will become part of a Learning Network hosted by Cambridgeshire Digital Partnership. This will be light touch and we anticipate a Facebook group and meetings twice per year. The learning will be for yourselves, the Cambridgeshire Digital Partnership, and for the Innovate and Cultivate Fund.

## How much does it cost?

**Table 1: Cambridgeshire Digital Partnership support (use these costs in your application):**

Item	Per unit £	Maximum which can be applied for
Tablet 7"	£115	<i>IT equipment must not total more than 20% of total project costs</i>
Laptop (refurbished where possible)	£200	
Raspberry Pi options are available, including:		
Raspberry Pi De Luxe incl. mouse & keyboard	£57	
Raspberry Pi 400	£90	
Keyboard and mouse	£8	
Data 20GB 90 Day (4g)	£50	
Set-up for an individual beneficiary of the project (including IT delivery and introduction)	£40	
Additional accessibility devices (adaptive software or hardware)*	Various	
Training of Digital Champions package <ul style="list-style-type: none"> <li>• Initial Scoping Session (one hour) x1</li> <li>• Hands On Training Sessions (two hours) x2</li> <li>• Observe Cambridge Online learning sessions</li> <li>• Follow Up Monthly Mentoring Session (1 hour) x3</li> <li>• Access to Peer Support Group (face to face and virtual)</li> </ul>	£200 for up to 3 people + £30/per additional person (max 10 people)  E.g. The cost of training for 5 people from one organisation is £260. <i>We strongly recommend a minimum of 3 digital champions trained per project</i>	

<p>Train the Trainer Package (in addition to Training of Digital Champions) with theoretical and practical aspects for existing Digital Champions (DCs) to enable them to train new DCs.</p> <p>The Train the Trainer package will be delivered as 2 x 2hrs sessions and will include:</p> <ul style="list-style-type: none"> <li>• Review of learning styles; reflection on own prior learning</li> <li>• Overview of DC tool box and online DC learning package</li> <li>• Buying and setting up devices</li> <li>• Introducing the device and learning package to the learner</li> <li>• Monitoring and supporting the learner in their learner journey</li> </ul>	<p>£500 for up to 3 people + £40/per additional person.</p> <p>E.g. The cost of training for 5 people from one organisation is £580</p>	
<b>Any bespoke digital skill training session*</b>	£15/ hour	
Membership of Cambridgeshire Digital Partnership Learning Network (required for all projects)	£50 per project	£50 per project

\* to be discussed with Cambridge Online prior to application

**Table 2: Additional costs - Typical annual costs that can help you plan your project and that can be adapted for your Innovate & Cultivate Fund application.**

<b>Item</b>	<b>Per unit £</b>	<b>Maximum which can be applied for</b>
Volunteer expenses - Reimbursement of volunteer expenses. DBS check administration expenses of £10 per person. Reimbursement of volunteer drivers' mileage expenses at 45p/mile.		£100 per volunteer – <i>many projects will require less</i>
Venue costs e.g. if holding drop ins/groups	£12 per hour	£12 per hour
Specialist equipment e.g. video recorders		<i>IT equipment must not total more than 20% of total project costs</i>
Promotional materials - Printing of leaflets and flyers to recruit scheme users and volunteers and promote events		£75
Refreshments - Tea, coffee, squash, and other sundries for meetings and events		£50 p.a.
Insurance - Public liability and volunteer insurance.		£200 p.a.

## What do I need to do next?

Every community is different so you will need to do some research and scoping to see if a digital inclusion project is right for you and your community before you apply for funding.

This is a new Cultivate project model and we would like to help potential applicants understand whether their idea fits the remit of the Innovate & Cultivate Fund. We strongly recommend that you speak to us before making your application. Please email [agnes.toth@cambridgeshire.gov.uk](mailto:agnes.toth@cambridgeshire.gov.uk) to talk through your idea before applying.

Pre-application advice sessions are held before each funding round. You will need to make an appointment to discuss your application proposal before submitting. Full details for registering are available on the ICF webpage <http://www.cambscf.org.uk/icf.html>

We are also encouraging applications for Mobile Warden Schemes, Community Youth Workers, Good Neighbour Schemes, Dementia-Friendly Communities, Timebanks and Men's Sheds, and the fund is open to applications for any projects that reduce pressure on Council services and/or offer direct savings for the Council.

The Innovate & Cultivate Fund application form and further details about the fund may be found at <https://www.cambscf.org.uk/icf.html>.