

**Digital Leadership Fund 2018 - Application Form**

**1. Organisation details**

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| **1.1 Organisation details** | |
| **Organisation name:** |  |
| **Organisation address:** |  |
| **Address line 1:** |  |
| **Address line 2:** |  |
| **Address line 3:** |  |
| **Address line 4:** |  |
| **Town / City:** |  |
| **Postcode:** |  |
| **1.2 Contact details** | |
| **Primary contact name:** |  |
| **Email:** |  |
| **Phone number:** |  |
| **Job title:** |  |
| **Correspondence address:** |  |
| **Secondary contact name:** |  |
| **Secondary contact email:** |  |
| **Secondary contact phone number:** |  |
| **Secondary contact job title:** |  |
| **Correspondence address:** |  |
| **Contact details of senior person who has authorised this proposal, e.g. trustee, CEO, other designated officer:** | Please provide name, phone number and email |

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| **1.3 Legal structure of your organisation - please select the one that applies to you as the lead applicant and provide the relevant number (e.g. Charity Commission/Companies House number)** | |
| **A charity registered on the Charity Commission website** |  |
| **A corporate body – company limited by guarantee** |  |
| **A community interest company** |  |
| **A co-operative** | *[Please provide your governing documents]* |
| **An Independent Provident Society (we will need to see your governing documents** |  |
| **A new Charitable Incorporated Organisation (CIO)** |  |
| **None of the above, but the organisation has a formal constitution (set of rules) or governing document which shows its objectives and management structure** | *[Please provide your governing documents]* |
| **Other, please specify:** |  |
| **1.4 Main activities of your organisation** | |
| 1. Please provide a brief description of no more than 250 words.   [Please type your answer here] | |
| **1.5 Organisation staff and volunteers** | |
| 1. Please state how many staff your organisation employs and how many people volunteer for you.   [Please type your answer here] | |
| **1.6 Consortium applications** | |
| 1. Are you applying as part of a consortium? 2. If yes, please provide the names of all the organisations in the consortium and a short summary of each of their activities. 3. For each organisation in the consortium, please describe the responsibilities, roles or inputs they will contribute to this proposal.   [Please type your answer here] | |
| **1.7 Other government funding** | |
| 1. Have you previously applied for and successfully delivered projects with government funding? 2. If so, please provide supporting information regarding your previous funding history with government in the past five years.   [Please type your answer here] | |

**2. Current training programme details**

This section will give you the chance to describe the training programme you are ***already*** delivering, and which you will look to expand through the Digital Leadership Fund. These questions should enable us to get a thorough understanding of how your training programme works. Try to answer all the questions, and if you feel there is something you would like to add, you can do so in section 2.12.

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| **2.1 Current training programme summary (max 250 words)** |
| 1. Please provide a short summary of the digital training programme you are already running   [Please type your answer here] |
| **2.2 Training programme history (max 250 words)** |
| 1. How long has your training programme been running? 2. How and why was the training established?   [Please type your answer here] |
| **2.3 Audience (max 250 words)** |
| 1. How will your training programme be tailored to meet the needs of charity leaders (e.g. trustees, staff, CEOs)?   [Please type your answer here] |
| **2.4 Communication channels (max 250 words)** |
| 1. Please outline what communication channels you use to reach participants. You might want to think about recruitment methods and promotion channels.   [Please type your answer here] |
| **2.5 Payment (max 250 words)** |
| 1. Please outline the payment structure for participants. You may want to include information about amount participants pay, if any, subsidies and discounts, and a summary of the profits you make (if any) for delivering the training.   [Please type your answer here] |
| **2.6 Training structure (max 250 words)** |
| 1. Please describe in detail the structure of your current training programme. You may wish to include detail on how the training is delivered, length and frequency of course(s), teaching methods, learning between sessions, peer learning elements.   [Please type your answer here] |
| **2.7 Teaching (max 250 words)** |
| 1. Please describe in detail the teaching that is delivered. You may wish to include detail on the teachers, how they are selected and how you ensure teaching quality. 2. Please describe the course content, including summaries of modules, materials provided, and homework or coursework set.   [Please type your answer here] |
| **2.8 Reach (max 250 words)** |
| 1. How many people have participated in your training to date? Please break this down by course. 2. Are training places consistently filled? Do you face barriers when getting participants signed up to the programme? 3. What is your geographical reach?   [Please type your answer here] |
| **2.9 Impact and outcomes** |
| 1. Please set out clearly the current targets of your programme. You should include your achievement against past targets, short and long term measurement and evaluation methods with regard to both satisfaction and impact.   [Please type your answer here] |
| **2.10 Programme budget** |
| 1. Please provide a budget breakdown for your training programme per cohort AND per annum. You can provide a summary in this box supplemented with an Annex at the end of the form if helpful.   [Please type your answer here] |
| **2.11 Programme management** |
| 1. How many people from your organisation work on delivering this training programme? 2. Who are they and what are their roles? 3. How many are staff and how many are volunteers? 4. How much time do staff/volunteers spend on delivering the programme per cohort/per month?   [Please type your answer here] |
| **2.12 Other** |
| If you feel there is anything else you would like to tell us about the training programme you are currently delivering, please do so in this section.  [Please type your answer here] |

**3. The expanded, improved or re-worked training programme proposal**

This section is about the improvements to the training programme which would be delivered if your application to the Digital Leadership Fund was to be successful. It includes questions about how you propose to increase the value added. This will help us to understand what exactly would be funded by government.

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| **3.1 Summary of your proposal** |
| 1. Describe your proposal for increasing the added value of your training programme in no more than 250 words.   [Please type your answer here] |
| **3.2 In this section, please specify *how the training programme will change* in the improved form using money from the Fund, and *what will be the value added*. If helpful, you can consider each of the elements detailed in section 2 in turn.** |
| a) ***Audience***: e.g. who will the training target in its improved form? What role holders (i.e. CEOs/Board members etc) and what organisations (e.g. charities, community organisations, social enterprises)?  [Please type your answer here] |
| b) ***Communication channels:*** e.g. how will participants be recruited? What communication channels will be used?  [Please type your answer here] |
| c) ***Training structure:*** consider the questions covered under 2.5 and describe any changes which will be made to the training structure in the improved programme when compared to the programme you are already delivering.  [Please type your answer here] |
| d) ***Teaching***: consider the questions covered under 2.7 and describe any changes which will be made to the teaching in the improved programme when compared to the programme you are already delivering.  [Please type your answer here] |
| e) ***Reach:*** How many more people will you reach with this new programme? Please describe the number of new cohorts and group sizes. Will new locations be reached?  [Please type your answer here] |
| f) ***Other:*** |
| **3.4 Fit with criteria** |
| Please describe in more than 250 words the fit of this new programme with the criteria set out in the application guidance document accompanying this application form.  [Please type your answer here] |
| **3.5 Timescales for delivery** |
| 1. Provide a clear, comprehensive and realistic project plan which includes a timeline, which incorporates all activities and milestones that you have described above.   [Please type your answer here or include separately as an Annex. |
| **3.6 Impact and outcomes** |
| 1. Please set out clearly the value added between the existing programme you are running and the improved programme. 2. How will you measure your impact? 3. How will you measure satisfaction of participants? How do you ensure expectations are fulfilled?   [Please type your answer here] |
| **3.7 Programme management** |
| 1. Please set out the programme management structure for this programme. You should include the size of the team, details and roles of the individuals on the team, including any volunteers, contractors, or facilitators.   [Please type your answer here, or include in an annex) |
| **3.8 Sustainability** |
| 1. The funding available as part of the Digital Leadership Fund is available for scaling programmes until the end of March 2019. After that point, assuming no more funding is provided by DCMS, what will happen to the improved programme? 2. Will there be a sustainable, long term benefit or infrastructure built which can be reused? 3. Demonstrate that they have planned how lessons learnt from the funded work will be disseminated through relevant networks.   [Please type your answer here] |

**4. Financial information and budget**

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| **4.1 Value of proposal** |
| 1. How much money are you requesting from the Digital Leadership Fund? |
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| **4.2 Schedule of payments** |
| 1. Please provide a proposed schedule of payments. This can be one or more payments depending on your need. 2. Please tell us if you are applying to be paid at the point of need and your reasons for this based on the criteria set out in the Guidance document accompanying this application form.   [Please type your answer here] |
| **4.3 Project budget** |
| Please set out your proposed spending for the project, broken down into the categories below. If you are proposing to fund the project from multiple sources please indicate how much money from this grant will be assigned to each line of expenditure.   * Rent and other estates overheads * Staff costs including NI and pensions * Travel and Subsistence * Agency Staff / Consultancy * Recruitment costs * IT * Materials and content * Promotional costs * Training costs for staff and volunteers * Monitoring and evaluation costs * Dissemination of lessons learned / best practice * Other (Please specify)   **Total revenue costs** |
| **4.4 Value for money** |
| 1. Please demonstrate how you will achieve value for money, including through minimising costs and maximising efficiency. 2. Please calculate and provide the cost per beneficiary. 3. Please demonstrate any wider economic, social and environment outcomes ([social value](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/690780/Commissioner_Guidance_V3.8.pdf)) that your training programme will deliver.   [Please type your answer here] |
| **4.5 Transparency** |
| Please set out your financial management and control mechanisms explaining how you will ensure that Digital Leadership Funding can be accounted for, on a quarterly basis, accurately and transparently.  [Please type your answer here] |
| **4.6 Your organisation’s annual income and expenditure** |
| 1. Please attach a copy of your audited or certified copies of your accounts for the last two years. If you are a new organisation, complete this section with a projection of your first year of activity. 2. If you are applying in a consortium, please provide these documents for all the organisations involved. 3. Please provide contact details for references from a minimum of two organisations that have previously funded you to deliver a project. If possible please ensure one reference is from a government or local government organisation. Please indicate if you are a new organisation without references. 4. Please list brief details of any grant funding you have received from a government or local government organisation in the last 5 years. Details should include the value of the grant, start and end dates, and a 50 word max description of aims. If you have received more than 5 grants in the last 5 years please include details of the most recent grant received and the 4 highest value grants in the period.   [Please type your answer here] |
| **4.7 Free reserves** |
| 1. Please set out any free reserves held by your organisation using the balance sheet or statement of assets and liabilities in your latest accounts. 2. How many weeks’ running costs do your free reserves represent?   [Please type your answer here] |

**5. Project risks**

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| **5.1 Project risks: Please describe the three main risks that may impact on the success of the project** | | | |
| **Risk description** | **Impact description** | | **Mitigating action** |
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**6. Mandatory documentation**

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| **6.1 Additional information - checklist  Please ensure you send us the following documents:** | |
| **Signed constitution, rules, articles of association or similar** |  |
| **Fully completed application form** |  |
| **Written approval of this proposal from your parent organisation (if applicable)** |  |
| **Copies of all partnership agreements signed by each of the project partners (alternatively, correspondence from an authorised representative at each partner organisation confirming involvement in this project and acknowledgment of this application). *(if applicable)*** |  |
| **An Annual Report or similar published information about your organisation and partner organisations if applying in a consortium** |  |
| **Audited or certified and signed annual accounts and those of partner organisations if applying in a consortium for the past two years** |  |
| **Evidence in support of request to be paid at point of need, rather than in arrears (if applicable)** |  |
| **Details of project budget breakdown** |  |
| **Contact details for two referees of organisations that have previously worked with you to deliver a project (e.g. reference from a government or local government organisation)** |  |
| **Details of any grant funding you have received from a government or local government organisation in the last 5 years (*Details should be laid out simply and include the value of the grant, start and end dates, and a 50 word maximum description of aims. If you have received more than 5 grants in the last 5 years please include details of the most recent grant received and the four highest value grants in the period)*** |  |
| **Evidence from partner organisations, if applying in a consortium, to confirm their awareness of this application and agreement to participate in a partnership. An email from a senior representative from each organisation will be sufficient.** |  |
| **Signed terms and conditions** |  |
| **5.2 Equal opportunities** | |
| In no more than 250 words, describe how your organisation is inclusive and operates within an equal opportunities and diversity framework. Are there any specific minority or equality issues relating to this project and the proposed beneficiaries that you have considered? Where available, please also attach your organisational equality and diversity statement.  [Please type your answer here] | |
| **5.3 Safeguarding arrangements for children and vulnerable adults** | |
| If applicable to your proposal, please include details of arrangements for safeguarding children and vulnerable adults  [Please type your answer here] | |
| **5.4 Terms and conditions** | |
| Do you accept the terms and conditions as set out in Annex A of the Guidance for Applicants? | |

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| **Privacy Notice**  All information will be processed in compliance with the Data Protection Act 2018, the General Data Protection Regulation and any other relevant data protection legislation.  **Who controls the information you provide?**  The Department for Digital, Culture, Media and Sport (DCMS) controls any personal data you provide in your answers.  **Why are we collecting and processing your personal data?**  Your personal data is being collected and processed by DCMS to assess your application and suitability for the Digital Leadership Fund. Our legal basis for the processing is that it is necessary for performance of a task in the public interest.  **Will we share your personal data?**  Your personal data may be shared with other government departments as part of the grant management process, including but not limited to Cabinet Office and HM Treasury.  We will not transfer your personal data outside of the European Economic Area (EEA) or to international organisations.  If we are required to share details of your application further or use your responses to illustrate findings, we will ensure that neither you nor the organisation you represent are identifiable.  DCMS may share information (excluding personal data) relating to your application with third parties outside government where required to do so by law, for example in accordance with access to information regimes (these are primarily the Freedom of Information Act 2000, and the Environmental Information Regulations 2004).  **How long will we keep your personal data for?**  It will be retained for, at most, 6 years for analysis and reporting after which it will be destroyed.  **Your rights over your personal data**  You have the right to see what personal data we have about you, to have it corrected, to request that we restrict what we do with your data in certain circumstances, and to ask us to stop using your data, but keep it on record.  **Your right to complain**  You also have the right to lodge a complaint to the Information Commissioner's Office about our practices, to do so please visit the Information Commissioner’s Office website: [https://ico.org.uk/concerns](https://ico.org.uk/concerns/).  Please confirm below that you have read and understood this statement and agree with its terms.  If you need any further information please contact: Data Protection Officer via [dcmsdataprotection@culture.gov.uk](mailto:dcmsdataprotection@culture.gov.uk). |

I declare that I have the authority to represent *[insert name of organisation]* in making this application.

I understand that acceptance of this application does not in any way signify that the project is eligible for the Digital Leadership Fund or that funding has been approved towards it.

On behalf of *[insert name of organisation]*, I confirm that:

* *[insert name of organisation]* has the legal authority to carry out the project; and
* The information provided in this application is accurate.

Signature: ………………………………………… Date: ……………………………..

Name: …………………………………………

Role: …………………………………………

**Completed applications should be returned to** [**digitalleadershipfund@culture.gov.uk**](mailto:digitalleadershipfund@culture.gov.uk)**.**

**The deadline for applications is Friday 7th December 2018.** Any applications received after the closing date will not be assessed. All information and guidance relating to this round of funding can be found on gov.uk.