

Clarion Futures

Digital Grants

Application Guidance

2024

Content

Application checklist & Supporting documents	Page 3
About the Clarion Futures Digital Grants Programme	Page 4
Our funding priorities	Page 5
Who can apply?	Page 6
What costs can be included?	Page 7
Our funding priorities	Page 7
What costs cannot be included and Funding equipment	Page 8
How to apply	Page 9
How do we make our funding decisions?	Page 9
Reporting requirements for funded projects	Page 10
Further help and resources	Page 11
Examples of funded projects	Page 11

About Clarion Futures...

We are a charitable foundation that gives Clarion residents access to the support, services and tools they need to make their goals and ambitions a reality. We provide opportunities, so that everyone who lives in a Clarion home, irrespective of their background, can create their future.

We'll be investing £150 million over the next 10 years to deliver one of the biggest social investment programmes in the country, helping to create more opportunities for people living in our homes and communities.

Clarion Futures is part of Clarion Housing Group. The Group comprises Clarion Housing, a social landlord and the country's largest housing association. It provides quality, well managed and sustainable homes. It also contains Latimer by Clarion Housing Group which delivers homes for private sale. It operates as a social business that invests all its profits into helping support our residents and communities.

Application Checklist

- ✓ Your **charity or company number**, if you are a registered charity or company
- ✓ Key **organisation details** such as:
 - The year your organisation was established
 - Financials – income over the last financial year, annual income over the last 3 years and a record of any previous Clarion Funding received
 - Information regarding organisational structure such as number of staff, number of management committee members, number of volunteers etc.
- ✓ **Full overview of information** about your grant request including: aims of the project and activities, beneficiaries, volunteers, outcomes and impact objectives
- ✓ A **clear project budget** – the application will require a breakdown of all project costs
- ✓ Project **timeframe**

Supporting Documents

- ✓ A copy of your **governing document**
- ✓ A copy of your most recent **annual accounts**, record of income & expenditure, or if you are a new group, a spending plan and recent bank statement
- ✓ A copy of your **safeguarding policies**
- ✓ A copy of your in-date **public liability insurance certificate**
- ✓ A list of the full names and addresses of your **management committee/trustees**
- ✓ A copy of your **online safety policy**

Once you begin your application, you are able to save your progress and return to it at a later date if you do not have all the information required to complete the question. However, you're unable to submit an application until all of the information that is required is complete.

Please ensure that you've spoken to your **Digital Support Officer** at digital@clarionhg.com before you submit your application.

About Digital Grants

Clarion Futures Digital is committed to getting residents online; giving them the basic digital skills, motivation, and access to the equipment and connectivity needed to safely and confidently access online services on a regular basis.

Grants of between **£1,000 and £5,000** are available to organisations seeking to deliver innovative, well designed projects that support Clarion residents and the wider community to **address digital exclusion**.

The Fund is designed to support Clarion residents of all ages to get and stay online and to use the internet as an everyday tool, safely and confidently.

We are looking to fund projects and activities that focus on:

- ✓ Supporting residents to discover the full scope of how the internet can assist them in their everyday lives, and to provide them with the skills and confidence to do so
- ✓ Supporting residents to access the digital resources that meet their individual needs and circumstances
- ✓ Building digital skills and confidence for all
- ✓ Encouraging residents to use the internet with confidence so they are safe, and avoid risky and/or illegal behaviour

We are looking to fund projects and activities that reach:

- ✓ Residents who have never used the internet before
- ✓ Residents who may have previously used some online facilities but who may not be aware of the full potential to use the internet in their everyday lives
- ✓ Residents with limited digital skills
- ✓ Residents who do not have access to appropriate digital resources
- ✓ Residents of all ages



A note about our residents' digital needs...

Around **83%** of Clarion residents consider themselves to be “online”, remaining approximately 10% below those in private rented accommodation. The digital resisters are in the 55+ age group who remain one of the main target groups for our work. Our research shows that the lack of understanding and skills are the biggest barriers to overcome, which can be tackled through flexible, individually tailored provision available through the Clarion Futures Digital Programme.

Our Funding Priorities

We are interested in applications that can demonstrate an understanding of what is already going on in the community, and how the grant funded activity will, for example:

Make the most of existing provision in an area, **add value**, i.e. by **reaching new participants**, those that may be missing out/are unaware of how the internet can assist them

Address a **gap in provision**, i.e. where there is no existing support in a specific area

Make the best use of other services, **partnerships or networks** and understands the Clarion Futures Digital offer and how these resources can be deployed to enhance the project

Awareness raising	We would encourage applicants to demonstrate how they are linking with and raising awareness of other Clarion Futures programmes, activities and online services. For example, any linkage with Digital Champions, and/or other local Clarion Futures community assets, Digital Hubs, projects, services or programmes.
Volunteering	Volunteer involvement is encouraged, particularly where Clarion residents have the opportunity to volunteer and develop their skills in the process.
Sustainability	We are particularly interested in proposals that plan for the longer term and consider how activities could be sustained after Clarion funding has come to an end. For example, plans for Digital Champions or other volunteers to run parts of the project, fundraising plans, building the project into other local services etc.
In-kind and match-funding	This may include grants from other funders, free venue hire, donations and so on. Volunteer time can be included as in-kind support at the rate of £10/hour.

Who can apply?

Not-for-profit organisations including constituted community groups, registered charities, companies limited by guarantee, social enterprises or Community Interest Companies (CICs) are eligible to apply to the Clarion Futures Digital Grants Programme.

Organisations **must** meet the following **eligibility criteria** before submitting an application:

- ✓ Delivering a project **primarily** aimed at supporting **Clarion residents** and the wider community
- ✓ Have at least **three (3) unrelated management committee** members/trustees
- ✓ Have a **governing document**
- ✓ Have an **organisational bank account** in the name of the constituted group with at least two (2) unrelated signatories
- ✓ Have a record of income and expenditure or set of **accounts**
If you are a new group you will need a bank statement and an income and expenditure forecast
- ✓ Have a **safeguarding policy** if working with young people under 18, or vulnerable adults
- ✓ Have the relevant **insurance** in place, including public liability, and employer liability where required
- ✓ Have an **online safety policy** in place covering participants, tutors/trainers and volunteers. If you do not have this in place, you will be obligated to develop a policy as a condition of funding

Funding is aimed at projects which are actively seeking to support residents of Clarion housing and we expect to see delivery in and around Clarion neighbourhoods. Projects can support a range of beneficiaries including both Clarion residents and members of the wider community.

If you are not working to benefit Clarion residents or you have no clear plan for how to benefit Clarion residents, you will not be eligible to apply.

A note about engaging our residents...

The Clarion Futures Digital Support Team are available to help any community organisations and resident groups who would like to discuss their application, find out more about Digital Skills Training and Digital Volunteers, or for help developing a project idea. If you're unsure whether your project is operating in a Clarion Housing Area, the Team can also talk to you about engaging our residents. The Team are also able to offer further support and guidance on recruitment of DigitalChampions and Digital Skills training that is available to you and your customers

Please contact them prior to submitting your application at Digital@clarionhg.com

What costs can I include?

Grants of between **£1,000 and £5,000** are available towards your **activity costs**, these can include, for example:

- ✓ Connectivity (mobile and fixed)
- ✓ Training and activity resources
- ✓ Venue hire
- ✓ Insurance
- ✓ Event costs
- ✓ Volunteer expenses
- ✓ Equipment and computer software (please see note below)
- ✓ Refreshments for project participants (circa £4 per person, per session) or up to a maximum of 10% of your total grant request. Please note that the panel will still review your refreshment costs within the context of your project, number of sessions being delivered and participants numbers to ensure value for money.
- ✓ Project delivery staff time— including sessional IT tutors with experience of delivering digital inclusion training, and reasonable project management costs.
- ✓ Publicity materials.

A note on grant support for salary costs:

- a) In all cases where the Grant Amount is supporting partial or total costs in relation to a salaried post(s) Clarion Futures will not take on any employment obligations or become an employer of the post holder(s) or any third party as a result of the provision of the Grant Amount.
- b) For the avoidance of doubt, the Recipient will remain responsible for all employment costs including (but not limited to) those costs associated with maternity, paternity, adoptive or extended sick leave, severance or redundancy costs in line with the Recipient's standard organisational policies.

Funding Existing Projects

We are able to fund existing projects and continuation funding of the same project. However, please ensure your proposal demonstrates learning and development from previous iterations of the project delivery and/or new and creative ideas. We are looking for proposals that respond to community need and can demonstrate addressing a demand for the activities.

What costs can't I include?

We cannot consider funding for the following:

- Statutory organisations such as local authorities and schools
- Any party-political activity
- Purely commercial ventures (for profit)
- Spending that has already taken place (retrospective funding)
- Individuals or projects run by individuals as opposed to an organisation
- Activities promoting religious beliefs.
- Activities where individuals are excluded on religious grounds, ethnicity, gender, sexuality.
- Organisations with overdue or incomplete monitoring on any previous grant from Clarion Futures.
- Activities which require staff or volunteers to deliver in-home support.
- If you have received a grant through the Clarion Futures Digital Fund, you are unable to apply for another grant from the fund for another 12 months.
- Any other costs considered unreasonable or non-essential for the delivery of the proposed activity.

Funding Equipment

We may be able to offer equipment which can be loaned throughout the duration of your project (subject to availability). To find out more, speak to your local Digital Support Officer by contacting digital@clarionhg.com

We are also able to provide funding for equipment on the basis that the full amount of the grant is not used solely to cover the cost of equipment, and the following criteria are met:

- a) A clear demonstration of need for the items
- b) The equipment will be used primarily for digital inclusion - the equipment may be used for computer training as well, but this will not be the primary use;
- c) The equipment must be made available for the community benefit and cannot be purchased to benefit an individual;
- d) There is somewhere safe and secure to store the equipment and it will be insured (you may apply for insurance costs)
- e) Equipment (hardware or software) that you are applying for cannot be obtained for free or at greatly reduced cost elsewhere. A couple of examples of suppliers of hardware and/or software at reduced costs are:
 - Tier1 online refurbish high quality laptops and desktops. They take machines in a working condition from large corporations and remove all the data, clean and grade them. Details can be found at www.tier1online.com
 - If you are a Registered Charity, consider using the Technology Trust to source your hardware and software at greatly reduced prices. You can visit the TT-Exchange website to find out more and register your organisation at www.tt-exchange.org/getting_started.
- f) Equipment (in a useable state) must not already be available in the area - we are able to fund upgrades for existing equipment or where it needs to be made accessible to residents.

How to apply

Applications must be submitted via the Clarion Futures online grants portal (Flexi-Grant). Applicants are required to register on the system before starting an application form.

<https://clarionfutures.flexigrant.com/login.aspx>

Applications for 2024 will open on a rolling basis from 07 February 2024; however, you must submit your application before the published deadline to be considered for the upcoming round.

Applications Open	Application Deadline	Decision Released
07 Feb 2024 Round 15	13 March 2024 12 noon Wednesday	W/C 6 May 2024
08 May 2024 Round 16	12 June 2024 12 noon Wednesday	W/C 5 August 2024
28 August 2024 Round 17	02 October 2024 12 noon Wednesday	W/C 25 November 2024

Grant Payments - Important Note

When planning your project schedule please be aware your grant payment will only be released once your grant agreement has been executed and any grant conditions have been satisfied. We will then ensure your organisation is set up on our finance system and raise a PO for you to invoice us for your grant amount.

How do we make our decisions?

All applications submitted by the deadline will undergo an **initial assessment** by our Grants Team.

All eligible applications which best fit the Clarion Futures Digital Grants Programme themes and priorities will be shortlisted. Shortlisted applicants may then be contacted by the Grants Team or Digital Support Team to gather any additional information as required.

Shortlisted applications will be presented to a Grants Panel who will assess each application based on the information provided in your form, and who will make the final funding decisions.

Successful and unsuccessful applicants will be notified of the decision in writing, via email.

Please note all funding decisions are made at the discretion of Clarion Futures Digital Grants Panel and are final.

Reporting Requirements

Groups in receipt of a grant will be expected to maintain regular communication with Clarion Futures, and will be required to complete an End of Grant report outlining how the grant was spent and demonstrating the impact of the grant. A Clarion Futures Officer will be allocated to each funded project and will be able to offer support on monitoring and evaluating your work.

A Clarion Futures Digital Support Officer will be assigned to each funded project and will be able to offer support on monitoring and evaluating your work. They will also be out to see you and your project in action shortly after the grant has been activated.

Key areas to monitor when running your project

- ✓ The extent to which the project met the anticipated objectives
- ✓ The number of participants in the project, including the number of Clarion residents
- ✓ Learning gained when delivering the project, success stories and any unanticipated results/outcomes
- ✓ A case study of a participant (images and consent forms should be submitted)
- ✓ Collated feedback from participants on:
 - Whether they feel the project has helped them get online
 - How it has helped them in their everyday lives, i.e. how they are using it
 - How they intend to use the internet in the future
 - How people are now aware of and/or using the Clarion online offer (website/Facebook etc.) and their confidence in using it
 - Whether any further support is needed and if so, what type of support?

Key data to capture when running your project

To help us monitor the impact of our grant funding we ask all grant recipients to record the following data (where applicable to the individual project)

- ✓ Digital Skills Training Hours delivered
- ✓ Number of Sessions/Interactions
- ✓ Number of People/Learners trained
- ✓ Number of Unique Learners
- ✓ Number of Volunteering Hours
- ✓ Demographic information of beneficiaries
- ✓ Outcomes and positive onward progressions such as sustained volunteering or employment

Further information, tips and templates for monitoring the impact of your work can be found at:

NCVO - <https://www.ncvo.org.uk/help-and-guidance/strategy-and-impact>

NPC - **Take your first steps into impact practice** <https://www.thinknpc.org/starting-to-measureyour-impact>

Further help and resources

For support planning your project you are encouraged to contact the Clarion Futures Digital Support Team on digital@clarionhg.com

For support completing your online application form, queries regarding deadline, criteria and submitting your proposal can be directed to grants@clarionhg.com

A sample application form is available from our website to support your proposal planning.

Examples of Funded Projects

Delivery of eight digital safety sessions for 20 young people aged between 14 and 18 years old. Topics included loneliness, protecting your future, control, desensitisation, selfie generation and killer websites. Young people were also taught basic app building and design skills to present their learning from the course.

Weekly drop-in sessions were held across three Clarion community centres. The sessions provided support; skills-based learning and confidence building. Sessions focused on supporting low-income families to use the internet safely and securely to manage household budgets and access welfare services.

The local voluntary service received funding for six training laptops and the delivery costs of 30 teaching sessions for Clarion residents and the wider community. Learning was supported by two digital volunteers with participants gaining skills and experience accessing online GP booking services, online banking and grocery shopping alongside internet safety sessions.

