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| **Part A - Eligibility Check** | |
| **Name of Main Applicant Organisation** |  |
| **Is the Main Applicant a UK registered company or charitable organisation, Chartered body, school, college, or university which is authorised to enter into a legal agreement relating to the grant?** | **Yes / No** |
| **Does the proposed activity meet the Core Objective as defined in the Round IV Grant Application Guidelines?** | **Yes / No** |
| **Is the value of the grant between £500 and £5,000?** | **Yes / No** |
| **What is the value of the grant being requested?** | **£** |
| **Is the proposed activity ‘extracurricular’ as defined in the Grant Application Guidelines?** | **Yes / No** |
| **Will the activity’s primary audience be young people aged 16 years and under?** | **Yes / No** |
| **Will the proposed activity commence after 1 January 2019 and be completed by 31 December 2019?** | **Yes / No** |
| **Will the proposed initiative be delivered in Scotland?** | **Yes / No** |
| **PLEASE NOTE: If you have answered ‘No’ to any of the questions above, your application is** **not eligible and therefore will not be considered by Digital Xtra Fund** | |

DETAILS OF **MAIN APPLICANT ORGANISATION**

|  |  |
| --- | --- |
| **Activity Title:** |  |
| **Organisation:** |  |
| **Registered Company Number (if applicable):** |  |
| **Registered Charity Number (if applicable):** |  |
| **Name of Contact:** |  |
| **Role/Job Title:** |  |
| **Contact Phone:** |  |
| **Contact Email:** |  |
| **Contact Address:** |  |
| **Organisation Web Site:** |  |
| **Organisation Twitter (if applicable):** |  |
| **Organisation Facebook (if applicable):** |  |

**If you are applying in partnership with another organisation please provide details of your partner(s). If required, please add details for each additional partner.**

DETAILS OF **ACTIVITY PARTNER(S)**

|  |  |
| --- | --- |
| **Organisation:** |  |
| **Registered Company Number (if applicable):** |  |
| **Registered Charity Number (if applicable):** |  |
| **Name of Contact:** |  |
| **Role/Job Title:** |  |
| **Contact Phone:** |  |
| **Contact Email:** |  |
| **Contact Address:** |  |
| **Organisation Web Site:** |  |
| **Organisation Twitter (if applicable):** |  |
| **Organisation Facebook (if applicable):** |  |

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| **If the Main Applicant or an Activity Partner organisation has previously received funding from Digital Xtra Fund, please provide a summary of the previous initiative(s) including the outcomes (100 words maximum per initiative)** | |
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| **Part B – Application Form** |
| IMPORTANT INFORMATION  Please read the full Round IV (2018/19) Grant Award Guidelines and Grant Application Form thoroughly prior to completion. Incomplete or ineligible forms will not be considered for evaluation.  Decisions will only be based on the information you provide within this application form. Please be as detailed as possible as you will not have the opportunity to provide any additional information once the application has been submitted. Please also remember that the Evaluation Panel is made up of members from various backgrounds and disciplines who most likely *will not* have any previous knowledge or understanding of your initiative or organisation. |

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|  | Please provide a summary of the proposed initiative clearly explaining what the initiative is and how it will inspire young people to understand and create with technology.  **(200 words maximum)** |
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**Executive Summary:**

**1. Alignment to Fund Objectives:**

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| --- | --- |
| **Q.1.** | Please summarise how the initiative supports the Fund’s Core Objective. Applicants should also clearly and concisely explain how the initiative achieves any other of the Fund’s Primary and/or Secondary objectives. **(300 words maximum)** |
| **A.1.** |  |

**2.** **Targets and Outcomes:**

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| **Q.2.** | Complete the summary Targets and Outcomes box below: |
| **A.2.** | **Local Authorities:**  Please indicate the estimated number of young people who will take part in the initiative in each applicable Local Authority between project commencement and 31 December 2019:   |  |  |  |  | | --- | --- | --- | --- | | **Local Authority** | **Number to Benefit** | **Local Authority** | **Number to**  **Benefit** | | Aberdeen |  | Highland |  | | Aberdeenshire |  | Inverclyde |  | | Angus |  | Midlothian |  | | Argyll & Bute |  | Moray |  | | Comhairle nan Eilean Siar |  | North Ayrshire |  | | Clackmannanshire |  | North Lanarkshire |  | | Dumfries & Galloway |  | Orkney |  | | Dundee |  | Perth & Kinross |  | | East Ayrshire |  | Renfrewshire |  | | East Dunbartonshire |  | Scottish Borders |  | | Edinburgh |  | Shetland Islands |  | | East Lothian |  | South Ayrshire |  | | East Renfrewshire |  | South Lanarkshire |  | | Falkirk |  | Stirling |  | | Fife |  | West Dunbartonshire |  | | Glasgow |  | West Lothian |  | | **Total Engagement:** | | |  | |
| **Age Group(s):**  Please indicate the estimated number of young people who will take part in the initiative in each Age Group between project commencement and 31 December 2019:   |  |  | | --- | --- | | **Age Groups** | **Number to Benefit** | | Aged 5 years and under |  | | 6 – 11 years |  | | 12 – 15 years |  | | Aged 16 years |  | | **Total Engagement:** |  |   Please indicate the anticipated participant gender balance:  Female \_\_\_\_\_% Male \_\_\_\_\_% Other \_\_\_\_\_%  Does the initiative *specifically* target young people currently unengaged in digital tech: Yes / No  If yes, please provide evidence you can achieve this outcome (100 words maximum):  Does the initiative *specifically* target areas of high deprivation: Yes / No  If yes, please provide evidence you can achieve this outcome (100 words maximum):  Does the initiative *specifically* target areas of rural isolation: Yes / No  If yes, please provide evidence you can achieve this outcome (100 words maximum):  Does the initiative *specifically* target groups underrepresented in the digital tech sector (i.e. girls and young women): Yes / No  If yes, please provide evidence you can achieve this outcome (100 words maximum): |

**2b. Flexibility:**

**(****This question is not scored by the Evaluation Panel but will enable Digital Xtra Fund to consider various options to engage the largest range of young people across Scotland)**

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| **Q.2b.** | Please indicate if the proposed initiative could be delivered in different geographical regions or during a revised timeframe upon request. Please provide details as to the challenges your organisation would face to revising the proposed initiative (i.e. funding, number of staff, time restrictions, travel). **(100 words maximum)** |
| **A.2b.** |  |

**3.** **Personnel:**

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| **Q.3.** | Please provide details of the key personnel who will be involved in the provision of the initiative. Details should include: name, job title, core skills, and *relevant* experience and qualifications. **(200 words maximum)** |
| **A.3.** |  |

**4. Partners:**

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| **Q.4.** | Digital Xtra Fund’s grant awards are made possible by the generous support of our Partners. In addition to providing financial support, many Partners also wish to engage with supported initiatives through employee engagement or additional in-kind support. Outwith additional financial support, please outline how Digital Xtra Fund’s Partners could become involved in or support the proposed initiative. **(250 words maximum)**  Some of Digital Xtra Fund’s Partners have also requested to focus their support regionally to better engage their local communities. As a result, some of the grant awards will be awarded according to the Local Authorities outlined in the proposed Targets and Outcomes. A breakdown of this allocation can be found in the Grant Award Guidelines. |
| **A.4.** |  |
|  | If applicable, please list any current sponsors which require exclusivity as part of their support of the proposed initiative and summarise the conditions of their support: |

**4b. Micro:bits:**

**(This question is not scored by the Evaluation Panel but will enable Digital Xtra Fund and the** [**Micro:bit Educational Foundation**](http://microbit.org/) **to consider various opportunities to engage and young people using the micro:bit)**

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| **Q.4b.** | Does the proposed initiative make use of micro:bits to engage and inspire young people? If so, please indicate how the micro:bits will be used and how many are required to achieve this outcome. **(100 words maximum)** |
| **A.2b.** |  |

**5. Promotion:**

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| **Q.5.** | Please indicate how prospective participants will learn about the proposed initiative and why your promotion(s) will succeed in engaging young people. If targeting a specific groups as outlined in the Fund’s Primary Objectives, please highlight how the promotional plan will be tailored to engage this audience. **(200 words maximum)** |
| **A.5.** |  |

**6. Evaluation:**

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| **Q.6.** | Successful applicants will be required to provide post-activity evaluation to Digital Xtra Fund which includes quantitative and qualitative results. Please outline the evaluation methods you will employ and what evidence you will provide indicating whether the proposed initiative was successful at achieving the outcomes and targets. **(250 words maximum)** |
| **A.6.** |  |

**7. Sustainability:**

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| **Q.7.** | Please outline plans to sustain or develop the initiative beyond the initial delivery period. It is essential that successful applicants can demonstrate the initiative will make a measurable and longer-term impact beyond the current delivery period. **(250 words maximum)** |
| **A.7.** |  |

**8. Budget**

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| **Q8.** | The Evaluation Panel will take into consideration the proposed outcomes of the initiative against the level of funding requested, as well as the level of other funding already attained, to make an assessment on the proposed initiative’s value for money.  Please list **all** costs for the proposed initiative even if the grant amount you are applying for does not fully fund the initiative.  If a portion of the grant will be used to purchase micro:bits, please include this cost independent from other hardware costs (still include it in the Total Project Costs). |
| **A.8.** | |  |  |  | | --- | --- | --- | | Costs | Quantity (if applicable) | £ Total (inc VAT) | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | 1. Total Project Costs   inc VAT |  | £ | | 1. **Total Grant requested**   **inc VAT** |  | **£** | | 1. Outstanding Amount (A - B) |  | £ |   If the grant amount you are applying for does not fully fund the initiative and/or you are receiving any additional income towards the project, then you must provide details of other funding sources (i.e. ticket sales, additional grants or sponsors). Please also indicate if other funding sources is already confirmed or not:   |  |  |  | | --- | --- | --- | | Additional Income | Confirmed / Not Confirmed | £ Total | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | 1. Total Additional Income   inc VAT |  | £ | | In-Kind Funding | Confirmed / Not Confirmed | £ Total | |  |  |  | |  |  |  | | 1. Total In-Kind Funding |  | £ | | Total Income and In-Kind Funding (A + B) |  | £ | |

**9. Project Plan:**

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| **Q.9.** | Please provide a project plan clearly indicating the specific steps from inception to completion, including the planning, delivery, and evaluation. For each project milestone, indicate the date(s), the key milestone deliverable, and the specific outcome from that deliverable. If required, please add additional rows to the Project Plan.  Please also highlight the main risk associated with the delivery of the proposed initiative and explain the measures which will be taken to mitigate or control this risk. Please also highlight any assumptions you have made regarding this risk. |
| **A.9.** | |  |  |  |  | | --- | --- | --- | --- | | **Planned Project Duration** | | | | | **Start Date:** |  | **Completion Date:** |  |   All initiatives should commence no earlier than 1 January 2019  and be completed by 31 December 2019   |  |  |  | | --- | --- | --- | | **Project Milestones** | | | | **Date** | **Deliverable** | **Outcome** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   Please identify the main risk to achieving the proposed initiative:  What steps will you take to mitigate this risk? |

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| **Part C – Digital Xtra Fund and our Partners** |
| The Digital Xtra Fund Grant Awards are made possible by the generous support of the Fund’s Partners. The binding commonality across Digital Xtra Fund and our Partners is a will to engage and inspire more young people to understand and create with digital technologies and give them the skills and experiences needed to succeed in an increasingly digital world. Digital Xtra Fund would like to recognise the generous support of our Partners:  **Gigabyte Partners**   |  |  |  | | --- | --- | --- | | Skills Development Scotland | Skyscanner | The Scottish Government |   **Megabyte Partners**   |  |  |  |  | | --- | --- | --- | --- | | Accenture | Baillie Gifford | BT Scotland | CityFibre | | Fujitsu | Incremental Group | Micro:bit Educational Foundation | ScotlandIS | |  | Sky UK | Zonal |  |   There may be opportunities where Digital Xtra Fund and our Partners wish to feature supported initiatives as part of ongoing publicity or other PR activities or engage specific initiatives through employee engagement or additional in-kind support based on geography, audience, or content. Any additional costs not included in the grant award would be covered by Digital Xtra Fund and our Partners.  By submitting this application, you agree to working with Digital Xtra Fund and our Partners. This agreement will not override pre-existing agreements between applicants and their sponsors/partners which require exclusivity and no individual or commercially sensitive data or photography will be shared without prior consent. |
| Please tick this box to confirm you agree to working with Digital Xtra Fund and our Partners 🗆  Signed:  Date: |
| **Part D – Declaration** |
| I declare that the information given in support of the application is correct to the best of my knowledge and belief.  I also agree that this application may be copied or stored by Digital Xtra Fund, a Scottish Charitable Incorporated Organisation (SCIO) Registered Number: SC047272, in compliance with the General Data Protection Regulation (GDPR) 2018. Applications may be stored electronically or by other means and will be made available to internal and external parties for the purposes of assessment. |
| Please tick this box to confirm you understand and agree with the above Declaration 🗆  Signed:  Name (BLOCK LETTERS):  Position in organisation:  Date: |