

Digital Xtra Fund
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Blackness Road, Springfield
Linlithgow
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Digital Xtra Fund – Round IV (2018/19) Grant Awards

Please ensure the Main Applicant Organisation meets the eligibility requirements and the application addresses the objectives of Digital Xtra Fund

Background

There are over 91,000 people employed in digital technologies roles in Scotland across multiple sectors including finance, hospitality, healthcare, and agriculture. There is clear evidence that the talent pipeline must expand and more young people need to be inspired to study digital technologies to meet this increased demand for advanced digital skills. Introduction to skills such as coding, computational thinking, digital creativity, data science, or cybersecurity from an early age will be an integral part of helping young people prepare for their digital future. Digital Xtra Fund was launched in May 2016 to support extracurricular initiatives which teach young people these skills and give them a clearer understanding of the types of careers these skills will provide.

Digital Xtra Fund was originally developed and funded by the Digital Scotland Business Excellence Partnership and it's the first year, 22 extracurricular initiatives were supported across Scotland. In March 2017, the Fund became a Scottish Charitable Incorporated Organisation (SCIO) enabling it to operate independently while working with a wider range of Partners. In June 2017, the Fund launched its first grant awards cycle as an independent charity awarding £50,000 to 11 extracurricular initiatives across Scotland. These initiatives actively engaged over 3,200 young people, bringing the total engagement to nearly 20,000 young people since the Fund's inception. Summaries of previous initiatives and activities supported by the Fund can be found on the [Projects page on the Digital Xtra Fund website](#).

The goal of Digital Xtra Fund is for every young person in Scotland to have access to innovative and digitally creative activities regardless of gender, background, or where they live, and understand the range of careers these skills will provide. The aims of Digital Xtra Fund are to:

- inspire young people to understand and create with technology, not just consume it
- enable high quality, exciting extracurricular digital technologies activities across Scotland
- engage industry with young people in safe, informal, and creative settings

Digital Xtra Fund is committed to supporting high-quality extracurricular activities across Scotland which increases the number and diversity of young people learning advanced digital skills and inspires them to pursue career in digital technologies.

How much is available?

Round IV (2018/19) will see up to **£75,000 worth of grant awards** awarded to high quality extracurricular digital technologies activities across Scotland.

Eligible organisations can apply for grants from a **minimum of £500 to a maximum of £5,000**. Applications over the £5,000 maximum are not eligible and therefore the proposed initiative will not be considered.

Who can apply for funding?

To be eligible for a Digital Xtra Fund grant award, **applicants must meet the following eligibility:**

- Main Applicant is a UK registered company, registered charity, Chartered body, school, college, or university actively involved in the provision of computing education and/or digital technologies related activities
- The proposed initiative meets the Core Objective of Digital Xtra Fund (as defined below)
- The grant requested is between £500 and £5,000
- The proposed initiative is an 'extracurricular activity' (as defined below)
- The primary audience are young people aged 16 years and under
- The proposed initiative will commence after 1 January 2019 and be completed by 31 December 2019 (as outlined in the proposed Project Plan)
- The proposed initiative will be delivered in Scotland

Applicants who have previously applied for a Digital Xtra Fund Grant Award may apply again provided a newly completed application is submitted. This includes requesting new funding for activities previously supported by Digital Xtra Fund which are being developed further or increasing overall capacity beyond what was already achieved.

What is an 'Extracurricular Activity'?

An **extracurricular digital technologies activity** is any activity that enables young people to learn advanced digital technologies skills outside the realm of the core school education curriculum; whilst providing a safe, fun, and sociable environment.

Activities delivered in a school environment - such as youth organisations, clubs, or touring programmes - are defined as extracurricular provided they do not form part of the core school curriculum.

What will the Fund support?

The Core Objective of Digital Xtra Fund is to **inspire young people to learn advanced digital technologies skills through high quality, exciting extracurricular activities**, thus expanding the talent pipeline of young people who might study related disciplines and ultimately pursue a career in digital technologies. The overall objectives are:

Core Objective:

- Inspire young people to learn advanced digital technologies skills through high quality, exciting extracurricular activities

Primary Objectives:

- Increase number of young people learning advanced digital skills across Scotland
- Increase diversity and inclusion of young people learning advanced digital skills among:
 - audiences currently unengaged in digital technologies
 - audiences from areas often excluded from digital tech activities through lack of local facilities or geography (i.e. areas of high deprivation and/or rural isolation)
 - groups underrepresented in the digital technologies sector (i.e. girls and young women and/or minority groups)
- Engage with industry to better contextualise the breadth of careers in digital technologies
- Promote digital technologies as an attractive career path including highlighting various career pathways

Secondary Objectives:

- Increase number of young people inspired to study digital technologies related courses in school
- Increase the number of educational establishments and organisations participating in digital technologies related extracurricular activity
- Dispel negative perceptions about digital technologies activities and careers
- Seek to develop confidence, self-esteem, leadership, and employability skills amongst young people

Activities must teach young people skills that enables them to understand and create with digital technologies, rather than simply using it. Applications must clearly explain how participants will learn advanced digital skills and achieve a clearer understanding of the breadth of careers these skills will provide.

Digital Xtra Fund is keen to support exciting and stimulating activities that are proven to appeal to young people. Applications are particularly encouraged for activities that will reach young people currently unengaged with digital technologies through barriers such as gender, background, geography, or socioeconomic factors. **Applications must clearly define any specific target audience(s) and how the initiative will engage this audience.**

Examples of what the fund will support:

- Costs incurred during the delivery of the activity i.e. staff, materials, room hire, catering, travel (**excluding participant travel**)
- Staff or volunteer training
- Course development
- Essential marketing materials
- Software
- Capital equipment specific to the delivery of the initiative (applicants will need to provide insurance and maintenance for any items). Applicants must retain the equipment and explain how it supports the sustainability of the initiative
- Other costs specific to the delivery of the initiative and directly related to outcome may be considered provided detail and evidence as to their need is clearly established

The Fund will be looking for evidence the investment is necessary and the initiative will be sustainable beyond the grant funding period, while making a demonstrable positive impact on the provision of extracurricular digital technologies activities available for young people in Scotland.

What will the Fund not support?

Initiatives must engage young people in activities which teach them how to design and develop digital technology, rather than simply using or learning about technologies or careers within industry. **Activities which teach entry-level or basic digital literacy skills are excluded from this funding.**

Entry-level or basic digital literacy skills can be defined as:

- *the ability to access information online and/or methods of communication with technology including, but not limited to, the use of digital photography, videography, vlogging, and microblogging*
or
- *skills related to the use of digital applications (i.e. Microsoft Office, Twitter) designed, developed, and promoted by others involving, for example, searches for and/or the capturing and recording of digital data across a variety of services; or the administration and monitoring of digital content, data, and/or databases*

The Fund *will not* support the following activities:

- Entry-level or basic digital literacy skills provision (as defined above)
- Equipment to enhance the core curriculum learning experience or for general classroom use e.g. tablets or printers to assist pupils with day-to-day learning
- Interventions which are based predominantly on raising awareness of careers in digital technologies e.g. careers fairs
- Standard work to improve employability skills e.g. training on CV writing, interview skills, Microsoft Office training, etc.
- Initiatives that promote political or religious beliefs
- Initiatives which take place outwith Scotland
- Initiatives whose primary audience is older than 16 years
- Initiatives where the primary purpose is to conduct research
- Grants to individuals or organisations that will benefit only one person
- Business start-up activity
- General appeals or circulars (activity must have specific targets and outcomes achieved by the grant award)

The Fund also cannot offer funding retrospectively or as a substitute for programmed spend. This means 'business as usual' costs or costs for which alternative funding has already been allocated. However, increasing capacity of existing activity is encouraged and the costs associated with this increased capacity are admissible.

Submission of Grant Application Form

Grant Application Forms should be submitted in accordance with the Grant Application Guidelines and should include a response to all questions. **No additional documents should be submitted or will be considered.**

The application filename should simply be the name of the Main Applicant, i.e. "Digital Xtra Fund.pdf". Please do not include any other details in the filename.

Final deadline for submissions is: **Thursday 1 November 2018 at 13:00**. Applications must be emailed to submissions@digitalxtrafund.scot in **PDF format** (instructions on how to save a Word Doc as a PDF can be [found here](#)). Please ensure that you leave sufficient time to submit your application

as Digital Xtra Fund will not accept applications after the deadline and systems may be particularly busy in the hours leading up to the deadline. All submissions will receive an email confirming receipt of application, however, there may be a small lag in responses.

If you have any problems accessing the Grant Application Guidelines, Grant Application Form, or any other information on the Digital Xtra Fund website, please contact info@digitalxtrafund.scot.

Please send any additional enquiries/clarifications regarding Digital Xtra Fund - Round IV (2018/19) Grant Awards in writing to info@digitalxtrafund.scot before 17:00 on Thursday, 25 October 2018. Enquiries/clarifications received after this date may not receive a response. Enquiries/clarifications received prior to this date will be answered within two working days.

Applicants may only submit one application per initiative per funding round. Applicants may submit more than one application per funding round (as either a Main Applicant or Activity Partner) provided it is for completely separate initiatives. Multiple applications for the same initiative (even from different Applicants) will result in all related applications being considered ineligible.

Applicants who submit a Grant Application Form will be deemed to have understood fully the requirements and terms & conditions of the Grant Award.

Key Timelines

The Grant Awards funding period will run from **1 January 2019 - 31 December 2019** (with evaluations completed by 28 February 2020). Activities operating before or after this timeframe are not eligible to apply. This does not include the same activity being delivered with a different cohort of participants (i.e. coding clubs) even if it is using the same staff, setup, equipment, etc.

Milestone	Date
Grant Application Form and Grant Award Guidelines available on Digital Xtra Fund website	13:00, Thursday 30 August 2018
Deadline for all enquiries /clarifications	17:00, Thursday 25 October 2018
Deadline for application submission	13:00, Thursday 1 November 2018
Evaluation period	1 November – 29 November 2018
Due diligence with successful applicants	29 November - 18 December 2018
Announcement of successful applicants	20 December 2018
Award remuneration	1 st instalment (50%) upon project commencement; 2 nd instalment (40%) at midpoint of the project; 3 rd instalment (10%) upon receipt of evaluation
Initiative start Date	Any date after 1 Jan 2019
Initiative completion Date	Any date before 31 December 2019
Initiative evaluation deadline	28 February 2020

***The above dates are indicative and may be subject to change.**

Evaluation of Applications

All applicants must complete and return the Digital Xtra Fund – Round IV (2018/19) Grant Application Form. Applicants should ensure that they have read and understood the Grant Application Guidelines before completing the Application Form.

PART A – Eligibility Check (Pass / Fail)

Applicants must first determine their eligibility. If applicants answer ‘No’ to any of the questions in Part A, the application will be deemed ineligible for funding and therefore will not be considered by Digital Xtra Fund and will be removed from the process at this juncture.

Please also indicate if the Main Applicant or an Activity Partner organisation has previously received funding from Digital Xtra Fund and summarise the previous initiative(s).

PART B - Award Criteria (Scored)

Eligible applications will be assessed by an Application Evaluation Panel made up of representatives from across the private sector, public sector, and other relevant bodies. Decisions will only be based on the information provided within the 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 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.

Applicant’s proposals will be assessed against the following criteria. Please provide a response for each criteria in the corresponding Grant Application Form:

Executive Summary:

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.

1. Alignment to Fund Objectives

Digital Xtra Fund is keen to support initiatives which engage young people in exciting ways while providing context to the skills being learned and inspiring a potential career in digital technologies.

Applicants should clearly explain how the proposed activity meets the Fund’s Core Objective of inspiring young people to learn advanced digital technologies skills through high quality, exciting extracurricular activities, thus expanding the talent pipeline of young people who might study related disciplines and ultimately pursue a career in digital technologies. Applicants should also clearly and concisely explain how the initiative achieves any other of the Fund’s Primary and/or Secondary objectives.

2. Targets and Outcomes

Applicants are required to clearly quantify the targets and outcomes they aim to achieve during their initiative broken down by both Local Authority and Age Group (total engagement for Local Authorities and Age Groups should be the same).

If the proposed activity is targeting a specific audience, please provide evidence that clearly shows the initiative can achieve this outcome. Example evidence may include previous successful activities similar in nature or market research undertaken in advance of the application.

Groups underrepresented in the digital technologies sector are defined as groups that have sector representation rates significantly below the national average (i.e. only 18% of digital technologies professionals are female compared to 51% of the population).

2b. Flexibility

This is not a scored question however should Digital Xtra Fund receive multiple applications for a particular region, we may contact applicants to determine if a proposed initiative could be delivered in a different location to help engage a wider range of young people across Scotland or work with a specific Partner. Clearly indicate if the proposed initiative is site specific or could it be delivered in other locations or timeframes upon request. Please provide details as to any major challenges your organisation would face delivering in a different location or timeframe (i.e. staff numbers, time restrictions, travel).

3. Personnel

Please list and briefly summarise the key personnel who will be involved in the provision of the initiative. Details should include: name, job title, as well as qualifications, skills, and experiences which are relevant to the proposed activity.

4. 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
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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 marketing / PR activities or engage with supported 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. **Outwith additional financial support, please outline how Digital Xtra Fund's Partners could become involved in or support the proposed initiative.**

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 these allocations are as follows:

Total Grant Awards - £75,000 including the following regional allocations:

- Minimum one grant in Glasgow City Region (East Dunbartonshire, East Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire, Renfrewshire, South Lanarkshire, or West Dunbartonshire)
- Minimum one grant in Edinburgh & the Lothians (City of Edinburgh, East Lothian, Midlothian, or West Lothian)
- Minimum one grant in West Lothian
- Minimum one grant in Aberdeen City, City of Edinburgh, or Stirling

By submitting your 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. If applicable, **please list any current activity sponsors which require exclusivity** as part of the proposed initiative and summarise the conditions around their support.

In addition to working with Digital Xtra Fund's Partners, the Fund strongly encourages applicants to engage with other industry partners and/or other relevant organisations to better provide context to the skills being taught and/or feature positive role models in their programmes. Useful links to achieve this include:

- [Marketplace \(teacher portal\)](#)
- [Marketplace \(employer portal\)](#)
- [DYW Scotland Network](#)
- [STEM Ambassadors](#)
- [Founders4Schools](#)

4b. Micro:bits

This is not a scored question but will enable Digital Xtra Fund and the Micro:bit Educational Foundation to consider various opportunities to engage young people across Scotland using the micro:bit. If the proposed initiative makes use of micro:bits to engage and inspire young people, please summarise how the micro:bits will be used (including referencing any course material), how many young people will use the units, and how many micro:bits would be required to achieve this outcome.

5. Promotion

It can be difficult engaging young people in digital technologies, especially young people not currently engaged in STEM subjects. Please indicate how prospective participants will learn about your proposed initiative and outline how your promotion will succeed in engaging them. If possible, please provide evidence of previous successes engaging young people in digital technologies.

Digital Xtra Fund wants all supported activities to be strongly attended, so please also consider how you may need to address any specific challenges your target audience may have - for example, participants may have commitments outside of standard school hours, have communication needs

or find it difficult interacting with new people, have values or traditions that are different to others, or they may find it difficult to travel to your activity because of where it is or when it happens.

6. Evaluation:

Successful applicants will be required to provide activity evaluation to Digital Xtra Fund which includes **both quantitative and qualitative results**. Please outline the evaluation methods you will employ and what evidence you will provide indicating whether the initiative was successful at achieving the proposed outcomes and targets as well as why or why not.

Please note, successful applicants who do not submit post-project evaluation will not receive the final 10% grant payment and will also not be eligible for future funding from Digital Xtra Fund.

7. Sustainability:

Please outline your plans to sustain or develop the initiative beyond the delivery period outlined in your application. It is essential that successful applicants can demonstrate their initiative will make a measurable and longer-term impact beyond the funded delivery period. Thought should be given to any potential longer-term funding requirements and highlight how these will be achieved.

If applicable, reference previous initiatives(s) your organisation has undertaken that are similar in size and/or scope to the proposed activity and how these initiatives(s) were/are sustained. Details may include a brief description of the previous activity (i.e. duration, size, scope), indication of how well it performed (i.e. adherence to budget, timescales, key performance indicators), and status including current funding status.

8. Budget

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 additional funding already attained, to ensure that the application represents good 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 the grant award does not fully fund the initiative, then you must also provide details of other funding sources. You will need to clearly indicate how you will attain all required funding (i.e. ticket income, in-kind support, and matched funding). **Failure to secure all required funding by project commencement will result in the Digital Xtra Fund grant award being withheld until such time that evidence of all required funding is provided and may result in cancellation of the grant award entirely.**

All costs and incomes quoted, as well as any payments given under a resulting grant, should be in pounds sterling. The amount of funding requested shall be inclusive of VAT and no VAT shall be added to the grant should you be successful with your application.

Payment of the Grant will be made in **three instalments** – 50% upon project commencement, 40% at the midpoint of activity as agreed in the Grant Offer Acceptance Letter, and the final 10% upon receipt of final evaluation. All grant recipients will be required to co-operate with Digital Xtra Fund in our management of the funding.

9. Project Plan

Please provide a detailed Project Plan clearly indicating the specific steps from inception to completion, including the planning, delivery stages, and evaluation. For each milestone, indicate date(s), the key milestone deliverable, and the specific outcome from that deliverable.

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 highlight any assumptions you have made regarding this risk.

Additional Useful information

- [Digital Xtra Fund](#)
- [SIMD 2016](#)
- [Improving Gender Balance in Coding Clubs](#) Toolkit produced by Glasgow Science Centre with support from the Digital Xtra Fund (Author: Dr Claire Quigley, May 2017)
- [Scottish Government: Digital Scotland](#)
- [ICT/Digital Technologies Skills Investment Plan](#)
- [Digital World](#)
- [My World of Work](#)

Evaluation Methodology

Applications shall be evaluated by an Application Evaluation Panel in accordance with a set scoring methodology and evaluation criteria. The Panel will conduct an evaluation of each application using the following scoring mechanism for each criteria:

0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement
1	Partially relevant but generally poor response. Demonstrates some understanding of the requirement but contains insufficient detail or explanation to demonstrate how the requirement will be met satisfactorily
2	Acceptable response. Demonstrates a broad understanding of the requirement and how the requirement will be met
3	Relevant and good response. Demonstrates a good understanding of the requirement with sufficient detail and explanation to demonstrate how the requirement will be met satisfactorily
4	Completely relevant and excellent overall response. Comprehensive and clear and demonstrates a thorough understanding of the requirement and provides concise and persuasive explanation to demonstrate how the full requirement will be met

Evaluation Panel members shall initially score all applications independently. Once independent evaluations are complete and verified, the Panel will then cumulatively agree final total scores for each application. Applications will then be ranked in order of total score achieved with top-ranked

applicants invited to go through a due diligence process before funding is released. Grants will be distributed in rank order until all regional allocations are met and funding is depleted.

Where Digital Xtra Fund believes that a proposed initiative duplicates existing provision, we reserve the right to reject that proposal in whole or in part. If applicable, we may request a proposed initiative be revised or delivered in a different location or timeframe from that which is proposed.

Monitoring and Evaluation

During the delivery period, successful applicants will occasionally be expected to deliver updates via email to Digital Xtra Fund regarding the progression of milestones as outlined in the Project Plan, including at the project's midpoint prior to receiving the grant's second instalment.

Prior to the third and final instalment, successful applicants shall be required to complete a final evaluation reporting back as to the level of success in achieving the targets and outcomes outlined in the application as well as providing qualitative feedback about the initiative.

Formal evaluation may also be commissioned by Digital Xtra Fund in which successful applicants are required to take part. The findings from this study will inform future fund criteria and application process.

Equality, Data Protection, and Child Protection

All successful applicants must provide assurance that, to the best of their knowledge and belief, they:

- (i) are not unlawfully discriminating within the meaning and scope of the Equality Act 2010 or any statutory modifications or re-enactments thereof relating to discrimination in employment and the provision of goods and services;
- (ii) have complied with all statutory requirements in respect of ensuring equal opportunity in employment;
- (iii) are complying with General Data Protection Regulation (GDPR) 2018;
- (iv) ensure all people doing '[regulated work](#)' with children are subject to relevant checks; Helpful links include:
 - [Disclosure Scotland](#): Protecting Vulnerable Groups (PVG) membership scheme
 - [OSCR](#): Interim Safeguarding Guidance: Keeping vulnerable beneficiaries safe
 - [NSPCC](#): 'Are they safe?' and other useful tools and guidance
- (v) have an organisational Child Protection Policy which includes clear steps in the event of an incident or disclosure by a child, including who to inform and how to contact them;
- (vi) provide child protection training to staff and/or volunteers who have unrestricted face-to-face contact with children and young people – this training must be appropriate to the nature of the work, cover the organisation's policies and procedures, and be refreshed regularly. Ideally, the management committee or board should also have appropriate safeguarding awareness training as a group.

Disclaimer

Nothing in this document shall be construed as legal or financial advice and no legal relationship shall exist between Digital Xtra Fund and any party unless and until a Grant Offer Acceptance Letter has been formally executed by the parties.

Digital Xtra Fund and its Partners or advisers accept no liability for the accuracy, adequacy, or completeness of any of the information provided or any opinions contained in these Grant Award Guidelines or Grant Application Form or of any other information made available during the process.

Submission of an application will imply acceptance of this by the Main Applicant and all mentioned Activity Partners. Any attempt to qualify this provision, either expressly or implied, may result in your proposal being disqualified.

Information provided, including personal information, will be held by Digital Xtra Fund, a Scottish Charitable Incorporated Organisation (SCIO) Registered Number: SC047272, in compliance with the General Data Protection Regulation (GDPR) 2018. Applications will also be made available to internal and external parties for the purposes of assessment. Please let us know if there are any parts of the application which would prejudice your commercial or other interests if they were made public, however, Digital Xtra Fund cannot guarantee complete confidentiality.