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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, Local Authority, 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 V (2019/20) Grant 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?** | **£ (Enter Amount)** |
| **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 2020 and finish by 31 December 2020?** | **Yes / No** |
| **Will the proposed initiative be entirely 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):** |  |
| **Organisation LinkedIn (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):** |  |
| **Organisation LinkedIn (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** |
| Please read the full Round V (2019/20) Grant Award Guidelines and Grant Application Form thoroughly prior to completion. Incomplete or ineligible forms will not be considered for evaluation.  Decisions will be based only on the information you provide within this application form. Please be as clear and 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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| **Q.1.** | 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)** |
| **A.1.** |  |

1. **Executive Summary:**
2. **Alignment to Fund Objectives:**

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| --- | --- |
| **Q.2.** | Please clearly explain how the initiative supports the Fund’s Core Objective. Applicants should also concisely explain how the initiative achieves any other of the Fund’s Primary and/or Secondary objectives. **(300 words maximum)** |
| **A.2.** |  |

1. **Targets and Outcomes:**

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| --- | --- |
| **Q.3.** | Complete the summary Targets and Outcomes box below: |
| **A.3.** | **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 2020:   |  |  |  |  | | --- | --- | --- | --- | | **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 2020:   |  |  | | --- | --- | | **Age Groups** | **Number to Benefit** | | Aged 5 years and under |  | | 6 – 11 years |  | | 12 – 15 years |  | | Aged 16 years |  | | **Total Engagement:** |  |   **Gender Balance:**  Please indicate the anticipated participant gender balance:  Female \_\_\_\_\_% Male \_\_\_\_\_% Other \_\_\_\_\_%  **Targeted Audiences:**  (Please note, definitions for ‘high deprivation’, ‘remote rural classification’, and ‘groups underrepresented in the digital tech sector’ can be found in the Grant Award Guidelines)   1. Does the initiative *specifically* target areas of high deprivation: Yes / No   If yes, please provide evidence including how you can achieve this outcome (100 words maximum):   1. Does the initiative *specifically* target areas with a remote rural classification: Yes / No   If yes, please provide evidence including how you can achieve this outcome (100 words maximum):   1. 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 including how you can achieve this outcome (100 words maximum): |

**4.** **Personnel:**

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| --- | --- |
| **Q.4.** | 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. **(150 words maximum)** |
| **A.4.** |  |

**5a. Contextualising Skills:**

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| --- | --- |
| **Q.5a.** | Initiatives supported by Digital Xtra Fund should also provide some ‘real-world’ context to the skills being taught and some guidance/examples about the career opportunities these skills will provide. Please outline how the initiative will provide context to the skills being taught or include examples of careers (recognising the level and type of information will be appropriate to the age of the audience).  There are several excellent resources in the Grant Application Guidelines about exciting careers in tech and opportunities that use advanced digital skills and how to incorporate these into learning activities. **(150 words maximum)** |
| **A.5a.** |  |

**5b. Industry Engagement**

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| --- | --- |
| **Q.5b.** | It can be especially valuable to have industry involvement when contextualising digital skills as they can provide first-hand examples and guidance. Please outline how industry (or any other relevant bodies/organisations) could increase the value or impact of the proposed initiative.  In addition, the Digital Xtra Fund grant awards are made possible by the generous support of our Partners and many Partners also wish to engage with supported initiatives through employee engagement or in-kind support. Outwith additional financial support, please highlight any opportunities for Digital Xtra Fund’s Partners to become involved in or support the proposed initiative. **(200 words maximum)**  Some of Digital Xtra Fund’s Partners have also requested to focus their support regionally to better engage their local communities. As such, some of the grant awards will be allocated to specific Local Authorities. A breakdown of this allocation can be found in the Grant Award Guidelines. |
| **A.5b.** |  |
|  | If applicable, please list any current sponsors/delivery partners which require exclusivity as part of their support of the proposed initiative and summarise the conditions of their support: |

**5c. 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.5c.** | 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.5c.** |  |

**6. Promotion:**

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| **Q.6.** | Please indicate how promotion(s) for the proposed initiative will succeed in engaging young people in digital technologies. If targeting specific groups as outlined in the Targets and Outcomes, please highlight how the promotional plan will be tailored to engage this audience. **(200 words maximum)** |
| **A.6.** |  |

**7. Evaluation:**

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| **Q.7.** | 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. **(200 words maximum)** |
| **A.7.** |  |

**8a. Sustainability:**

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| --- | --- |
| **Q.8a.** | Please outline plans to sustain or develop the initiative beyond the initial delivery period. It is essential that successful applicants demonstrate the initiative can make a measurable and longer-term impact beyond the current delivery period. **(200 words maximum**) |
| **A.8a.** |  |

**8b. 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.8b.** | 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.8b.** |  |

**9. Budget**

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| **Q.9.** | 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.9.** | |  |  |  | | --- | --- | --- | | Costs | Quantity (if applicable) | £ Total (inc VAT) | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | micro:bits (if applicable): |  |  | |  |  |  | | 1. Total 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) |  | £ | |

**10. Project Plan:**

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| --- | --- |
| **Q.10.** | Please provide a project plan clearly indicating *each step* from inception through to completion, including the planning, delivery, and evaluation. For each 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 highlight any assumptions you have made regarding this risk. |
| **A.10.** | |  |  |  |  | | --- | --- | --- | --- | | **Planned Project Duration** | | | | | **Start Date:** |  | **Completion Date:** |  |   All initiatives should commence no earlier than 1 January 2020  and be completed by 31 December 2020   |  |  |  | | --- | --- | --- | | **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 2019/20 Partners:  **Gigabyte Partners**   |  |  |  | | --- | --- | --- | | Baillie Gifford | Skills Development Scotland | Skyscanner |   **Megabyte Partners**   |  |  |  |  | | --- | --- | --- | --- | | Accenture | BT Scotland | Cirrus Logic | Incremental Group | | Micro:bit Educational Foundation | ScotlandIS | Sky UK | The Scottish Government |   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 accordance with the Data Protection Act 2018 and EU General Data Protection Regulation (GDPR) 2016/679. 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: |