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| **Part A - Eligibility Check** | |
| **Organisation Name of Main Applicant** | **(Enter Name)** |
| **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 Fund’s Core Objective as defined in the Round VI (2021/22) Grant Guidelines?** | **Yes / No** |
| **Is the proposed activity ‘extracurricular’ as defined in the Round VI (2021/22) Grant Application Guidelines?** | **Yes / No** |
| **Will the proposed activity’s primary audience be young people aged 16 years and under?** | **Yes / No** |
| **Will the proposed activity commence after 1 July 2021 and finish before 30 June 2022?** | **Yes / No** |
| **Will the proposed activity be entirely delivered in Scotland?** | **Yes / No** |
| **Will the proposed activity be delivered entirely through remote learning channels *or* are processes and procedures in place from the outset to continue delivering remotely should in-person or blended learning become untenable?**  **Further information can be found in the 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?** | **£ (Enter Amount)** |
| **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 Name:** |  |
| **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 Name:** |  |
| **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 a grant award from Digital Xtra Fund, please provide a summary of the previous initiative(s) including the outcomes (100 words maximum per previous grant award)** |
|  |
| **Part B – Application Form** |
| Please read the full Round VI (2021/22) 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 concise 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 Application 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 organisation or proposed activity. |

|  |  |
| --- | --- |
| **Q.1.** | Please provide a summary of the proposed initiative explaining what the activity is and how it will be delivered. **(200 words maximum)** |
| **A.1.** |  |

1. **Summary of Activity:**
2. **Objectives:**

|  |  |
| --- | --- |
| **Q.2a.** | 2a. Alignment to Fund Objectives  Please clearly explain how the initiative achieves the Fund’s Core Objective and inspires young people to understand and create with technology and not simply consume it.  Applicants should also concisely explain how the initiative achieves any of the other Fund’s Primary and/or Secondary objectives which you feel are relevant. **(300 words maximum)** |
| **A.2a.** |  |

|  |  |
| --- | --- |
| **Q.2b.** | 2b. Cyber Resilience  This year, the Scottish Government are supporting a minimum of two grants focussing on the development of cyber security skills. The specific aims of these two grants are to: i) teach young people the knowledge and skills to stay safe from cyber crime and ii) develop the knowledge and technical skills needed for cyber security-specific roles. If the proposed initiative meets both these aims, please clearly explain how providing specific examples.  If your proposed activity does not meet these aims, please do not complete the following section. This will not exclude or invalidate your application from the grant awards process. **(150 words maximum)** |
| **A.2b.** |  |

**3. Targets and Outcomes:**

|  |  |
| --- | --- |
| **Q.3a.** | 3.a. General Audience(s)  Complete the summary Targets and Outcomes box below: |
| **A.3a.** | **Local Authorities:**  Please indicate the estimated number of young people who will take part in the initiative by Local Authority between project commencement and 30 June 2022. In the case of remote learning activities, please estimate based on what locations you are targeting for engagement:   |  |  |  |  | | --- | --- | --- | --- | | **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 by Age Group between project commencement and 30 June 2022:   |  |  | | --- | --- | | **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 estimated participant gender balance between project commencement and 30 June 2022:   |  |  | | --- | --- | | **Gender** | **Percentage** | | Female |  | | Male |  | | Other |  | | **Total Percentage:** | 100% | |  |  | |

**3. Targets and Outcomes (cont.):**

|  |  |
| --- | --- |
| **Q.3b.** | 3.b. Target Audience(s)  If the proposed initiative is targeting any of the following key audiences as defined by Digital Xtra Fund, please indicate which audience(s) and provide evidence how the activity will achieve this outcome.  Please complete the following section only if your proposed activity is actively targeting one or more of these key audiences. Definitions for ‘high deprivation’, ‘remote rural classification’, and ‘groups underrepresented in the digital tech sector’ can be found in the Grant Award Guidelines. If your proposed activity *does not* meet these criteria, please do not complete the following section. This will *not* exclude or invalidate your application from the grant awards process. |
| **A.3b.** | 1. Does the initiative *specifically* target areas of high deprivation: Yes / No   If yes, please provide evidence 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 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 how you can achieve this outcome (100 words maximum): |

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

|  |  |
| --- | --- |
| **Q.4a.** | 4a. Personnel  In a concise format, 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.4a.** |  |

|  |  |
| --- | --- |
| **Q.4b.** | 4b. Micro:bits:  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)**  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 micro:bits |
| **A.4b.** |  |

**5. Remote Learning:**

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| --- | --- |
| **Q.5.** | For the Round VI (2021/22) Grant Awards, all supported activities must be delivered either through remote learning channels *or* to have processes and procedures in place from the outset to continue delivering remotely should in-person learning become untenable. Please note, switching to remote learning does not necessarily require the identical activity to be delivered if the same objectives are still met. More details available in the Grant Award Guidelines.  Please describe how the proposed activity would continue in the event of another ‘lockdown’ or similar disruption. (**150 words maximum)** |
| **A.5.** |  |

**6. ‘Real World’ Context:**

|  |  |
| --- | --- |
| **Q.6a.** | 6.a. Contextualising Skills  Initiatives supported by Digital Xtra Fund should provide ‘real-world’ context to the skills being taught and guidance/examples about the career opportunities these skills will provide. Please outline how the proposed initiative will provide context and/or examples of careers in tech (recognising the level and type of information will be appropriate to the age of the audience).  Please note, there are several links in the Grant Application Guidelines to resources about careers in tech and opportunities to engage with industry. **(150 words maximum)** |
| **A.6a.** |  |

|  |  |
| --- | --- |
| **Q.6b.** | 6.b. Engaging Industry  It can be especially valuable to have industry engagement when contextualising digital skills as they can provide first-hand examples and guidance. Please outline how industry (or any other relevant trade bodies/organisations) can increase the value or impact of the proposed initiative.  In addition to supporting Digital Xtra Fund, many of the Fund’s industry 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. **(150 words maximum)** |
| **A.6b.** |  |
|  | If applicable, 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: |

**7. Engaging Young People:**

|  |  |
| --- | --- |
| **Q.7.** | Negative stereotypes, external influences, gender imbalances, limited resources, and competing activities - please describe how the proposed initiative will cut through all these challenges to reach young people and successfully motivate them to attend the proposed activity. Please note, a simple “if you build it, they will come” strategy is not sufficient.  If targeting specific audiences as outlined in the Targets and Outcomes, please highlight how the engagement plan relates to attracting this audience. **(200 words maximum)** |
| **A.7.** |  |

**8. Evaluation:**

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| --- | --- |
| **Q.8.** | Successful applicants will be required to provide activity evaluation to Digital Xtra Fund at both the midpoint and finish of the initiative. These will include quantitative and qualitative results. Please outline the evaluation methods you will employ and what evidence you will collect indicating whether the proposed initiative was successful at achieving the targets, outcomes, and objectives. **(200 words maximum)** |
| **A.8.** |  |

**9. Sustainability:**

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| --- | --- |
| **Q.9.** | 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.9.** |  |

**10. Budget**

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| --- | --- |
| **Q.10.** | The Evaluation Panel will take into consideration the proposed targets and 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 items and 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 separate from other hardware costs (but still include it in the Total Costs). |
| **A.10.** | |  |  |  | | --- | --- | --- | | Expenses / Items | Quantity | £ Total Cost (inc VAT) | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | micro:bits (if applicable): |  |  | |  |  |  | | 1. Total Costs (inc VAT) |  | £ | | 1. **Total Grant requested** |  | **£** | | 1. Outstanding Amount   (A - B) |  | £ | |

**10. Budget (cont.)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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. Please add additional rows if required:   |  |  |  | | --- | --- | --- | | 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) |  | £ | |

**11. Project Plan:**

|  |  |
| --- | --- |
| **Q.11.** | 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 deliverable, and the 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.11.** | |  |  |  |  | | --- | --- | --- | --- | | **Planned Project Duration** | | | | | **Start Date:** |  | **Completion Date:** |  |   All initiatives should commence no earlier than 1 July 2021 (excluding planning)  and be completed by 30 June 2022 (excluding final evaluation)   |  |  |  | | --- | --- | --- | | **Project Milestones** | | | | **Date** | **Deliverable** | **Outcome** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

**11. Project Plan (cont.):**

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| --- | --- |
|  | 1. Please identify the main risk to achieving the proposed initiative:   What steps will you take to mitigate this risk (50 words maximum)?   1. Could the proposed initiative be delivered in a different Local Authority or revised timeframe if requested: Yes / No   If yes, please summarise any challenges your organisation would face revising the proposed initiative (50 words maximum)  Question 11b. will not be scored by the Application Evaluation Panel but will be used by Digital Xtra Fund to determine various options for engaging the largest range of young people across Scotland |

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| **Part C – Digital Xtra Fund and our Partners** |

The Digital Xtra Fund grants programme is made possible by the generous support of the Fund’s Partners. Digital Xtra Fund and our Partners share a common will to help inspire more young people to understand and create with digital technologies, giving 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 2021/22 Partners](http://www.digitalxtrafund.scot/our-partners/)**:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gigabyte Partners** | | | | | |
| AWS | | Baillie Gifford | | CGI | |
|  | JP Morgan | | Scottish Government | |  |
| **Megabyte Partners** | | | | | | |
| Accenture | BT | | Cirrus Logic | | Incremental Group | |
| Micro:bit Educational Foundation | ScotlandIS | | Skills Development Scotland | | Skyscanner | |

There may also be opportunities where Digital Xtra Fund and our Partners wish to feature supported initiatives as part of marketing / PR activities based on geography, audience, or content. Any additional costs incurred during these opportunities and 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/funders which require exclusivity, and no individual or commercially sensitive data or photography will be shared without prior consent.

By providing the details below, you confirm you understand and agree with the above Declaration:

|  |
| --- |
| Name (BLOCK CAPITALS): |
| Position in Organisation: |
| Email Address: |
| Date: |

|  |
| --- |
| **Part D – Declaration** |

I declare that the information given in support of this application is correct to the best of my knowledge and belief.

By submitting this application, you agree that this application may be copied and/or stored by Digital Xtra Fund, a Scottish Charitable Incorporated Organisation (SCIO), Registered Number: SC047272 in accordance with the Data Protection Act (DPA) 2018 and UK General Data Protection Regulation (UK-GDPR) 2020. Applications may be stored electronically or by other means and will be made available to internal and external parties for the purposes of assessment.

By providing the details below, you confirm you understand and agree with the above Declaration:

|  |
| --- |
| Name (BLOCK CAPITALS): |
| Position in Organisation: |
| Email Address: |
| Date: |