**Cost of living – Digital tools grants prospectus**

**June 2022**

# Application form

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| Organisation and eligibility | | |
| 1. | Name of organisation:  (Please use your organisation’s legal name, i.e. the name that appears on your organisation’s bank statement) |  |
| 2. | Is your organisation known by any other name or did you have a former name? Please tell us the name: |  |
| 3. | Organisation address |  |
|  | Street Address 1: |  |
|  | Street Address 2: |  |
|  | City: |  |
|  | Postcode: |  |
|  | Website (if you have one): |  |
| 4. | Primary contact/lead for this grant |  |
|  | First name: |  |
|  | Surname: |  |
|  | Role and department: |  |
|  | Telephone number: |  |
|  | Email address: |  |
| 5. | What type of organisation are you?  (Note that for all types of organisation, you must have at least three trustees or directors.) | For example:   * Local authority * Registered, exempted or excepted charity * Charitable incorporated organisation (CIO) * Community interest company limited by guarantee * Charitable company limited by guarantee (that is not also a registered charity) * Community benefit society (industrial and provident society) * Faith group, where the activity is not promoting religion * Community amateur sports club * Constituted but unincorporated club or association * Constituted tenants’ and/or residents’ association; or tenant management organisation * Constituted community group * Community infrastructure organisation * Social enterprise |
| 6. | If your organisation is part of a larger organisation, what is its name?  (Note that only one application can be accepted if this is a partnership application.) |  |
| 7. | Charity number (if you have one): |  |
| 8. | Company number (if you have one): |  |
| 9. | What geographic area(s) does your organisation operate in?  (e.g. ward, borough, national) |  |
| 10 | Have you recently applied for, or been awarded, funding by the GLA or the Mayor of London in the past year? | If yes, please provide information on the fund applied for/awarded, and the amount granted. |

# Application form guidance

The following guidance is provided to support your organisation to complete the application form.

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| Qu | Question | Guidance |
| 1. | Describe the need you are trying to meet:   * Describe the issue(s) you are trying to address. * Describe, with evidence, how this affects people. * Describe the people the issue(s) affect. * Describe, drawing on your experience and evidence, how need is not being met or could be better met. * Explain how your organisation is well placed to meet this need.   (750 words max for each project.) | **How the project meets the programme aims**   * Provide information on how your project meets the overall aim of the grants programme. The programme aims to improve awareness of, and access to, the support available; and broaden access to such tools for Londoners with more complex needs and unmet needs (e.g. Deaf and disabled Londoners, or Londoners who do not speak English, or do not speak it well).   **Understanding need**  Based on your own work and experience, as well as other evidence, demonstrate an understanding of the need you are trying to address; the impact it has on people; and the people it affects. Please also explain what is currently available, and how this does not adequately meet need or could be improved.  **Why you are well placed to meet this need**  Describe how you think that your organisation(s) is well placed to meet those needs (e.g. skills, experience, expertise, reach and potential partnerships). |
| 2 | Project description:   * Describe what approach you are taking and why. * Provide a brief project description and timeline with the stages of development. * Describe how you would involve Londoners * Describe where, why and how the tool would be made available. * Describe how sustainable the tool would be. * Describe what success looks like; which performance measures you would track; and why and how you would do this.   (1000 words max for each project. You can exceed this total if providing different options/scales for the same project, but in this case 1500 words maximum for a single project idea.) | **The approach, timeline for development and involving Londoners**   * Describe the approach you are taking and why. If necessary, explain how this fits with what your organisation (or other organisations) already provides. * Provide a brief top-level project plan with a timeline for development of the tool. This does not need to be a formal project plan, but should be indicative of the main stages and sequence. * Explain how you would involve target groups of Londoners in user-testing or co-production.   **Access and management of the tool**   * Describe where and how the product would be made available to Londoners, including how well known the site is; the quality of user experience; accessibility; and other relevant standards. Please attach supporting documents if required. * Explain how the tool would be managed and made as sustainable as possible in terms of continued access and information, and free access; and how it would be be responsive to change.   **Success, measurement, and evaluation**   * Describe what success would look like, and why and how you would measure performance. As well as analytics focused on how the tool is used, we would welcome, where possible, organisations going beyond analytics of how the tool is used to facilitate a slightly more in-depth understanding of service users; for example, through spot surveys or others means. This could help us better understand attitudes to rights and entitlements; and what people want from digital tools and learning in this area. We recognise online tools will be universally available and appropriate, and used by people outside of London; and that this will affect how impact is measured. We would welcome, however, a London focus on measuring success if at all possible. |
| 3 | Budget: how much funding are you applying for, and how will you spend the grant? | * Group items together under headings such as ‘staff costs’, ‘training’, ‘research’, etc. We recognise co-production is more time- and resource-intensive, so please don’t be reluctant to include this. It will be accounted for within this section as value for money. * Outline, underneath the budget, any match-funding you can provide (although please note that monetary match-funding is not a requirement). This may include funding for an existing partnership or initiative. * The funding should not be used to replace existing funding streams. |

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| 0 – No response | No response |
| 1 – Unsatisfactory | Criteria not met and/or unacceptable |
| 2 – Poor | No evidence |
| 3 – Satisfactory | Not met exactly, but acceptable |
| 4 – Good | Most aspects of criteria are met |
| 5 – Excellent | Meets criteria exactly |