

Community Learning & Development Device Fund 2023

Guidance Notes

The Community Learning and Development Device Fund is provided by the Scottish Government and managed by SCVO. The objective of the fund is to provide capital funding to CLD organisations across Scotland to purchase digital devices that can be used by learners to support their learning.

Organisations must retain ownership of the devices for their lifetime and be responsible for set-up, ongoing management and security of devices.

Organisations must be able to align work with up to 3 of the following CLD priorities:

- Embedding up-to-date cyber resilience and cyber security messaging within digital learning opportunities.
- Improving access to digital devices and connectivity for CLD in island and rural communities.
- Supporting workforce development and upskilling CLD practitioners to provide secure digital learning and development of digital skills.
- Removing barriers to CLD to support inclusivity, accessibility and improved outcomes for those affected by poverty and other inequalities.
- Supporting role of CLD in developing digital skills.
- Supporting employability and skills development required to access work.
- Supporting health and wellbeing, including health literacy and early intervention.
- Using CLD as an intervention to remove barriers to education and support learning, inclusivity and accessibility as well as educational outcomes.
- Using CLD to provide people with an opportunity to achieve and develop individual talents, abilities and skills for learning, life and work.

Awardees will be expected to report back on impact of devices purchased via an online form in June 2024, including numbers purchased, numbers of learners supported and impact on learners.

Organisation Eligibility

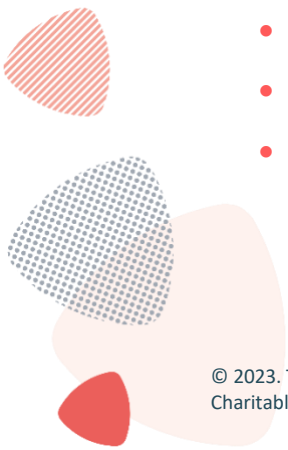
This fund is for community-based organisations. Organisations must be based in Scotland and delivering community learning and development services in Scotland. **Your organisation must have been delivering services for at least 1 year.** Types of organisations that can apply include:

- Charities registered with OSCR
- Voluntary Organisations
- Social Enterprises
- Credit Unions
- Community Interest Companies (CICs) – if there is an asset lock in place
- Charitable Trusts (if set up by a Local Authority the trust must be fully independent from it)
- Community Enterprise Trusts

Where your organisation is not part of a regulated body e.g. registered with OSCR, you must be able to provide us with a reference from a regulated organisation that knows you well but is independent of you, for instance a partner you work with in the community.

Examples of organisations who are **not eligible to apply** include:

- Arms-length council bodies including trusts (defined by clauses in the constitution that concede control to the local authority)
- Community Interest Companies with profit distribution
- Private sector companies
- Local Authorities
- Public Sector
- Housing Associations



What can we apply for?

Each organisation can apply for a grant of up to £15,000 to be used solely for the purchase of digital devices. **Digital devices must be used by learners to support them in their learning. Ownership of devices must be retained by the applying organisation for their lifetime.** Digital devices should be used to support learners and can include items such as, but not limited to:

- Laptops
- Tablets
- Monitors
- Cameras
- Mi-fi dongles (hardware only, not data)

Ownership of these devices must be retained by the organisation. Your organisation will have responsibility for device management, security and the privacy and confidentiality of device users for the lifetime of the devices. Some examples of the sorts of things they could be used for are:

- Used by the people you support during one to one or group sessions delivered by your staff
- Used by the people you support on a lending library basis to support their learning while they are accessing your services

What devices can't be used for

The programme cannot support the following:

- Devices cannot be gifted to other organisations or individuals
- Devices cannot be sold to raise funds
- Devices cannot be used solely by staff and/or volunteers
- The fund cannot be used to buy data contracts or top ups

Key dates

Key dates are set out below:

- Applications open 21st August 2023

- Applications close 29th September 2023
- Assessments made by 16th October 2023
- Awards paid by 3 November 2023
- Funds to be spent by 31 March 2024
- Monitoring and Evaluation form completed by projects 30 June 2024

Application Advice & Support

Be clear and focused and make your application as easy to read as possible.

Demonstrate clearly the need for the activity and the impact your project/activities will have – don't be afraid to be passionate!

Think about the timeframe – ensure that you will have enough time to deliver your project/ activities within the period of funding.

Lastly, **please download the application guidance**, it will help you make sure you include everything you need to make a successful bid. We have laid out step by step the process for completing the application and the sort of answers you should be looking to supply for each question. We would recommend that you have that guidance open in another window while completing the application so you can refer to it for help.

We have also provided a handy FAQ sheet – if you have any questions about the fund please check there first and if you can't find an answer get in touch with our team who will be happy to help you through the helpdesk function on the funding website or by emailing grantshelp@scvo.scot

Our team are here to help you and answer any questions you might have about the fund, application process or using the website.

Please ensure if you haven't already done so you connect your account to your organisation before applying. You can do this by navigating to the home page and clicking the link in the orange banner or clicking the person icon on the top right of the menu and selecting *My Organisation*. If your organisation is not showing under *Account* then click the *Update Organisation* button and insert your Scottish Charity number in the first screen if you have one and click *next*. If you don't have a registered charity number click *Next* and enter your organisation's details.