



## APPLICATION FORM - DIGITAL SUPPORT DERBYSHIRE SMALL GRANTS 2026-28

Please complete all sections of the application form, after carefully reading through the **Guidance Notes** (available from our website). If your application is incomplete, this will delay the processing of your application and it may be returned to you. Rural Action Derbyshire, on behalf of the funders, reserve the right to check on the eligibility of groups applying for a grant and, therefore, may ask for extra information.

required

1. Name of Organisation \*

2. Main Contact & Position for the organisation (eg. chair, project lead etc). Please also provide an alternative contact person and their role. \*

3. Email and Telephone Number \*

4. Contact Address \*

5. Website/Facebook/Twitter (if available)

6. Name and email of person/people responsible for monitoring and reporting. *This is the person/people we will contact to request the 6 monthly monitoring and final report from.* \*

7. What is the Legal / Charitable Status of your Group? \*

- Registered Charity
- Company limited by guarantee
- Friends Society
- Charitable Trust
- Community Association
- Community Interest Company (CIC)
- Co-operative
- Charitable Incorporated Organisation (CIO)
- Constituted Group
- Not Constituted
- Other

8. Please provide the relevant registration/company number for your organisation \*

## Project Details

9. What is the name of the digital inclusion project you are seeking funding for? \*

10. Where will your project take place? (please give address and postcode - if multiple locations, please include these) \*

11. Please briefly summarise what your Digital Inclusion Project will deliver using **no more than 60 words** (you will have an opportunity to expand on this later in the form). \*

12. What area(s) will your project be covering? \*

- Amber Valley
- Bolsover
- Chesterfield
- Derbyshire Dales
- Erewash
- High Peak
- North East Derbyshire
- South Derbyshire
- Whole of Derbyshire

13. Which of the grant priorities does your planned programme / activity work towards? (see guidance notes) \*

- 1-1 digital support within a project.
- 1-1 digital support in someone's home.
- Increase the numbers of digital champions in Derbyshire (volunteers who help others build skills and confidence online).
- Cascade digital skills to reach more people and add value (e.g. by training Digital Champions who would then support group members to become Digital Champions themselves).
- Cover geographical areas where there are gaps in digital inclusion services.
- Combine resources by working in partnership with other groups.
- Use an innovative approach and test new ways of delivering support.
- Digital Health and NHS App, utilising the DSD Digital Health toolkit, or working with primary care and their GP surgeries.

14. Timescales. There are 2 options, 18 and 12 months. Preference will be given to 18 month projects. Please contact us before making your application if your planned project needs to select the 12 month period ([s.stock@ruralactionderbyshire.org.uk](mailto:s.stock@ruralactionderbyshire.org.uk)) \*

- 18 months (1st October 2026-31st March 2028)
- 12 months (1st October 2026-30th September 2027) *Please discuss with the DSD team first.*

15. What is the main aim of your project and how will you achieve it? (max 300 words) \*

16. How many people do you expect will benefit from this project? *This is the number of **interactions** - for example, if 1 person accessed support on 3 occasions, this would count as 3. If your application is successful, this figure will be referenced alongside any monitoring reports, please consider this carefully.* \*

The value must be a number

17. How many Digital Champions do you anticipate will be involved with this project? *If your application is successful, this figure will be referenced alongside any monitoring reports, please consider this carefully.* \*

The value must be a number

18. What is the evidence that the project is needed? Will it tackle any gaps in existing service provision? **(max 250 words)** \*

19. How will your project sustain the Digital Inclusion offer for the community in terms of continuation once the grant funded project is complete? **(max 250 words)** \*

20. If your project will be working in partnership with other organisations, please list your partners and what role they will have below *(if not, please put N/A)*. \*

21. How will you manage and monitor the progress and success of the project? Please include:

- How you will plan for the delivery and implementation of your project
- How you will manage finances
- How you will evidence that your project has made a difference (eg. monitoring and case studies)

\*

## Project Budget

22. How much money are you applying to us for? *This amount must be between £5,000-£10,000 GBP.* \*

The value must be a number

23. What will you spend any money awarded on (including VAT)? Include amount and how you have worked out your costings. Please note, as in the guidelines, devices and equipment for projects that could be provided via the Device Refurbishing Project cannot be included in this.

24. Other Funding: Are you applying or have you applied to any other funders for the same project costs as listed above and would that be required in order for the project to run? If yes, please give details. *(if not, please put N/A).* \*

## Final Questions

25. Does anyone on your management committee / board have a prior connection, affiliation or interest in Rural Action Derbyshire / Digital Support Derbyshire? E.g. employee, councillor, affiliate. If yes, please state relationship (*if not, please put N/A*). \*

## Checklist

26. Please confirm that your organisation is a member of Digital Support Derbyshire and has the relevant supporting information required by the funder. **To complete this application, all these documents need to be emailed to: [info@ruralactionderbyshire.org.uk](mailto:info@ruralactionderbyshire.org.uk)** \*

- Governing document (constitution / terms of reference) that has been signed by two or more members
- Bank account in organisation's name with at least two unrelated signatories. We will require copies of your last 3 months' bank statements.
- A copy of your Annual Accounts or Balance Sheet.
- Current Insurance - public liability and employers' liability if you employ staff (*Note: Please check that this is up to date before submitting*)
- Safeguarding policy (if applicable)
- Data Protection policy
- We are a member of Digital Support Derbyshire (*contact [s.tock@ruralactionderbyshire.org.uk](mailto:s.tock@ruralactionderbyshire.org.uk) if not*).

## Conditions of Grant

Please review the following before submitting your application.

- We will only spend the grant money in accordance with our grant application form. If there is need to change the use of the grant, we will request permission from Digital Support Derbyshire as soon as possible.
- If the main contact leaves the group or can no longer fulfil their responsibilities, or someone takes over responsibility for the grant on behalf of the group, we will inform Digital Support Derbyshire immediately.
- We will ensure the group makes the project as accessible as possible and agree to implement and ensure equal opportunities.
- We will ensure we have adequate insurance to carry out the project and that staff, volunteers, trainers and consultants are suitably qualified and trained and we will supply copies of documents if requested.
- We will ensure that all volunteers and staff working with any vulnerable people are DBS checked and adhere to the safeguarding policies and procedures we have as an organisation and we will supply copies of these if requested.
- Digital Support Derbyshire can visit the project for monitoring and evaluation purposes.
- We will provide six monthly monitoring information and a short report/case study outlining how the funding benefited individuals and the group.
- We will ensure that the above report and case study is given to Digital Support Derbyshire in the require timescales and understand that failure to do so will influence future funding application decisions.
- We accept that we may be asked to return this grant should Digital Support Derbyshire deem the evidence provided by us in our end of grant report as unsatisfactory. This will also apply if Digital Support Derbyshire discovers that money has been spent on items not specified in the original application form and grant offer.
- All original receipts will be kept and copies made available for Digital Support Derbyshire.
- We will repay any money unspent during the project lifetime to Digital Support Derbyshire within a month of our project ending.
- We understand that if we don't meet these terms and conditions our grant may be withdrawn.

## Declaration

I certify that the information contained in this application is correct. I understand that if in any way the information is not correct the application may be disqualified, or any grant awarded will be payable on request.

If the information changes in any way I will inform Digital Support Derbyshire as soon as possible.

27. Please confirm the name and role of the main contact person who will be delivering this project. \*


28. Please provide today's date (DD/MM/YYYY). \*

## Data Protection

The information you have provided in your application will only be used for the purposes of considering your grant application. Details of the application will be shared with the DSD Governance Panel made up of representatives from RAD, DCC and an independent representative from VCSE. If your application is successful, the name of your group, the location of the project, amount awarded and a summary of your project will appear on Rural Action Derbyshire's website and in other media.

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