



Digital Hubs Community Partner Expression of Interest Form

The Digital Hubs project is a collaborative initiative between Gloucestershire County Council and The DIGI Partnership. Since its inception in 2021, the project has successfully supported over 7,000 Gloucestershire residents in becoming digitally included. In March 2024, the project was granted a three-year extension. Forest Voluntary Action Forum, selected by The DIGI Partnership in April 2024, steers the project as the primary partner.

The Digital Hub model provides community builders and other resources to help residents and groups access technology and improve their digital literacy. This includes assistance with video calling, setting up social media profiles, signing up for online shopping, booking appointments, and job searching.

The project supports community/voluntary organisations across Gloucestershire in developing and implementing Digital Hubs within their locality/district. In April 2023, the project achieved county-wide representation, with selected lead community partners facilitating Digital Hubs in each district. The project is currently seeking a new Community Lead Partner for Cheltenham.

Digital Hubs Community District Lead Partners:

- Forest of Dean
 - Forest Voluntary Action Forum
- Stroud
 - GL11
 - Creative Sustainability
- Gloucester
 - Gloucester Community Building Collective
- Tewksbury
 - Brockworth Link

Project Aims

The aim of the Digital Hubs is to create a 'open door' to supporting people to access technology and improving their digital literacy in a safe, supportive, and social way.

Digital Hubs will contribute to supporting:

- Social opportunities – connecting citizens to online social opportunities and activities to keep them connected to friends and loved ones.
- Appropriate access to services – connecting citizens to services and support mechanisms eg. Citizen Advice, online shopping, banking, NHS app etc.
- Front door for IT support – An identifiable, trusted and safe place in various locations in your locality for supporting people to access the internet, improve digital literacy, access technology and get support and guidance to access relevant partners.
- Outreach support (community builders) – Dedicated outreach support for specific communities with specific digital needs.

To support the development of Digital Hubs, the project has a Project Manager employed by FVAF to assist organisations to collaboratively create Digital Hubs in their locality/district.

The Digital Hub Project Manager can provide 1-2-1 support during the development of your local Digital Hubs. The project also hosts a 6-weekly forum for Community Partners to share experience, problem solving, whilst providing a peer led source of ongoing support.

The Digital Hubs Community Partner Fund

The Digital Hubs Community Partner Fund is seeking to support organisations who have the infrastructure, experience, and skills to undertake the development, launch and continuation of Digital Hubs in Cheltenham.

Funding of up to £22,497 is available per a year, up until March 2027 for each district to support community partner(s) to deliver the Digital Hub(s) in their area.

The community partner organisation will be expected to:

- Recruit and train paid and/or volunteer community builders/tech champions to support the development and sustainability of Digital Hub(s)
- Initiate or strengthen links with other organisations in their locality/district to establish a strong network of hub locations.
- Develop Digital Hub(s) in appropriate settings in their district
- Contribute to the on-going co-production of project resources and materials
- Use the guides/materials within a toolkit developed by the Digital Hubs project. (Materials and guides can be adapted to suit areas/settings)
- Participate in the Digital Hub forum to share experiences, learning and peer support from other Community Partners
- Report at agreed times on progress of developing the Digital Hubs and benefit to individuals using the Digital Hubs.

The district lead organisation (Community Partner) responsible for developing Digital Hubs in Cheltenham will be decided by the Digital Hubs Development Project Board. The Digital Hubs Development Project Board role is to strategically oversee the development and sustainability of the project, whilst being present to support Community Partners where required. The Project Board decision will be based on an assessment of whether an organisation has the ability, network, and capacity to deliver digital change in their community. And who is committed to working in equitable partnership with other DIGI Partners and Gloucestershire County Council to develop the project and its sustainability.

In the event of more than one organisation expressing an interest in becoming the district lead organisation for the Cheltenham area, The Digital Hubs Project Board will take an informed view about which organisation can best meet the needs of that community and deliver Digital Hubs based on the answers on the following page(s).

Expression of interest for Cheltenham must be submitted to Alex Digby at community@fvaf.org.uk by Sunday 16th February 2025

Please complete the following questions which will give us information about your organisation.

Name and address of organisation (lead organisation):
Web address: Social media:
Type of organisation: (e.g. registered charity, company limited by guaranteed or community group) Charity and Company Limited by Guarantee
Name of contact in organisation:
Phone number:
Email address:
Name of any other organisation who will be directly involved in delivering the Digital Hub rollout Is there a formal agreement in place to jointly deliver the Digital Hub(s) Yes <input type="checkbox"/> No <input type="checkbox"/>

- 1. Please describe how your organisation is experienced and able to deliver the Digital Hub rollout in your locality/district.
Please give brief outlines of:**

Current activities and geographic locations of these (Max 400 words):

Current or previous digital activity facilitated by your organisation (Max 400 words):

How your organisation networks or plans to network with other community/voluntary organisations in your locality/district (Max 400 words):

A brief description and/or example of how your organisation is at the forefront of building sustainable community-based initiatives/activities. Please feel free to provide copies of your organisational objectives, Strategic Plan or any other supporting documents (Max 400 words):

2. Please provide an indicative breakdown of costs you expect to incur to deliver the Digital Hubs in your locality/district

Item or activity (please provide indicative costs and any contribution from other sources)	Amount requested from Digital Hubs project	Total Cost of activity
Staff costs (include role title, hourly rate, hours pw)		
Management/Co-ordination of Digital Hub development		
Recruitment and training		
Venue hire		
Organisation overheads- detail		
Marketing and promotion of Digital Hubs		
Costs to other organisations to deliver Digital Hubs – detail		
Total		

Declaration and Data Protection Statement



I confirm that this organisation/group has authorized me to sign this expression of interest on behalf of the organisation.

The information contained in this expression of interest is correct, to the best of my knowledge.

Signature	
Name of person signing	
Position in Organisation	
Date	

If your expression of interest is accepted, you will be asked to provide regular updates to the Digital Hubs Development Project Board.

All applications will be reviewed by the Digital Hub Project Board and the Principle Digital Inclusion Officer from Gloucestershire County Council. Applications will be shortlisted based on how well the requirements are met, followed by interviews if required. All decisions will be made jointly by FVAF and GCC.

Before release of grant you may be asked to submit the following documentation. Please tick that you are able to provide us with:

- A copy of your latest statutory accounts or approved management accounts /
- A copy of your safeguarding policy or an outline of your procedures /
- A copy of your equal opportunities policy or an outline of your procedures /
- Any other information/documentation requested in support of your application /

Privacy Notice – How we use your data

Why we collect and use your information:

Gloucestershire County Council is the data controller for the personal information we collect from you. The council will collect and use your personal information in order to process your grant application.

The information we collect about you:

Gloucestershire County Council will collect only the personal information we need to perform our functions. For all applicants we will collect applicant name, applicant contact details and any required additional supporting information including financial information about the organisation.

How we use your information:

Gloucestershire County Council will use the information about you to correspond with you about your grant application and to pay the grant to successful applicants.

We will also use your data to better understand the services we provide and to help us build those services for the future. We may also use your data to identify if our services are fulfilling our legal obligations

How long we keep your information for:

Gloucestershire County Council will keep your personal data for the financial year that the records relate to plus a further 6 years. We are required to keep this information for this long for corporate decision making and HMRC compliance purposes and to comply with the Financial Services Act 1986 and Limitation Act 1980.

There may be a legal reason for us to keep it longer, such as if legislation requires us to.

To find further information on how long we keep your information, you can read out retention and disposal schedule at www.gloucestershire.gov.uk/retention.

Who we share your information with:

To ensure that the scheme is transparent we will make information about which projects have been funded publicly available. All expenditure from county council funds is considered to be information that is available to the public. Therefore details of any spending made from the fund will be provided to any internal or external enquirer upon request.

Your personal data may also be shared with regulatory and statutory bodies who assess council performance and financial spend, as well as where required by law, such as to prevent and detect crime or fraudulent activity.

Your rights:

Access to your information:

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please visit our website using the link below:

<http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/requesting-access-to-your-personal-information/>

Correction of inaccurate information:

You have the right to request that the council correct information that you believe is inaccurate or incomplete. You may not always be able to change the information. However, we will correct factual inaccuracies and may include your comments in the records.

The right to be forgotten (erasure):

You have the right to request that the council delete your information when there is no compelling reason for us to continue using it. Please be aware that in certain situations we are still allowed to keep and use your information, even when you request that it should be erased.

The right to object:

You have the right to object to us using your information if you feel we have used it outside the remit of our public tasks or when you have received marketing from us. Please be aware that in

certain situations we are allowed to still use your information if there are compelling legitimate grounds to do so.

Using your rights:

If you wish to use any of these rights, please contact us using one of the methods below:



Online:

<https://www.gloucestershire.gov.uk/council-and-democracy/data-protection/your-information-rights/>



In Writing:

Information Management Service
Gloucestershire County Council
First Floor, Block 4(a)
Shire Hall, Westgate Street
Gloucester
GL1 2TG



Email:

Managemyrequests@gloucestershire.gov.uk

How to contact us:



Please contact us if you have any questions about this privacy notice:

By email



In writing

You can contact the council's Data Protection Officer, via the Information Management Service, by emailing dpo@gloucestershire.gov.uk.

Making a complaint to the Information Commissioner

If you wish to make a complaint about how we use your personal data to the Information Commissioner's Office, you can contact them by visiting their website at <https://ico.org.uk/>.

Bank Details / Payment Arrangements

If a grant is approved payment will be made direct to the bank account specified below. The account must be in the name of the organisation applying. There must be two unrelated signatories to the

account and it should be a requirement that all cheques drawn from the account require two signatories for it to be validated. The organisation will have at least three members on its governing body or board of directors. Depending on the value of the grant you may receive payment in instalments; we will contact you if this applies to you. All recipients will be asked to sign a grant acceptance form prior to any funds being released.

Name of bank:	
Branch address:	
Name of account: (this must be the organisation name you have given on the front cover of this form)	
Account number:	
Bank Sort Code:	
Names of signatories to account:	
VAT Registration number (if applicable):	
Charity number or Company number:	
<i>Note: if your organisation is VAT registered you can only claim for the net amount required for your project. If your organisation is not VAT registered you may apply for the gross amount required for your project.</i>	