

New York Digital Inclusion Fund

Digital Inclusion Coalition Planning Grant Guidelines

The Digital Inclusion Coalition Planning Grants will increase the number of digital inclusion partnerships across communities throughout New York state to advance digital equity by addressing barriers to digital inclusion. The Coalition Planning Grants are intended to be used to support the formation and growth of regional coalitions between diverse groups of local digital inclusion stakeholders.

Specifically, grant funds can be used for any of the following:

- Finding and engaging diverse stakeholders
- Building relationships with local and state-based digital inclusion stakeholders (e.g. municipal and state government, education dept, state library, and national organizations, etc.)
- Research and defining community digital inclusion needs
- Designing implementation plans for coalition members to provide comprehensive local solutions to help bridge the digital divide in anticipation of future public and private sector funding opportunities
- Asset mapping of local digital inclusion programs and resources
- Identification of gaps in the local digital inclusion ecosystem
- Developing coalition structure and capacity to build and sustain engagement that will last beyond this grant
- Expanding local digital inclusion efforts and the number of partner organizations for an existing digital inclusion coalition

For questions about forming a digital inclusion coalition check out NDIA's [Building a Coalition - Tips for Getting Started](#)

If selected, grantees will be required to attend several online meetings and to submit a final report detailing how they used the Coalition Planning Grant.

Eligibility

501(c)3 organizations based in New York state are eligible to submit a Digital Inclusion Coalition Planning proposal.

The lead proposer must be a 501(c)3 organization. Proposal partners can include: Community-based organizations, digital inclusion advocates, digital literacy skills platforms, and government organizations, community anchor institutions (i.e., library, school, medical facility, housing, etc.) that work with any of the following priority populations:

- Immigrants/English Language Learners
- Formerly or Currently Incarcerated Individuals
- Housing Insecure/Homeless Individuals
- Low income households
- Job-seekers
- Older Adults (65 years+)

Grantees will work collaboratively to develop (1) diverse local digital inclusion coalitions and (2) effective local collaborations for unserved and underserved communities to address digital equity and digital inclusion in regions across the state of New York.

About the New York Digital Inclusion Fund

The New York Digital Inclusion (NYDI) Fund is designed to support innovative partnership models that accelerate digital inclusion across New York State and recognizes the need for affordable, high-speed internet, devices, and digital skills. It is managed by the [National Digital Inclusion Alliance](#) and supported by [Schmidt Futures](#), a philanthropic initiative founded by Eric and Wendy Schmidt.

Proposal Details

Please have the following information ready to input in the Google Form Proposal:

1. Lead proposer organization
2. First name and last name of person submitting proposer
3. Title of person submitting proposal
4. Email
5. Phone number
6. County, counties or region served in your proposal
7. Select your Economic Development Region: Western NY, Finger Lakes, Southern Tier, Central NY, Mohawk Valley, Capital Region, Mid-Hudson, New York City, Long Island and North Country.
8. Amount of funds requested: Up to \$30,000
9. List of partners *already committed* to the project if funding is granted
10. List of partner organizations you *would like to involve* in this project

Digital Inclusion Coalition Planning Grants

Narrative:

Please address these elements:

Description of Proposed Coalition

1. How will the newly formed coalition support the digital inclusion ecosystem in your region? (e.g. creation of a community digital equity plan, coalition structure, coalition goals, etc.) (2500 character max)
2. If you are part of an already formed Digital Inclusion Coalition:
 - How will you expand existing coalition efforts?
 - How will you diversify coalition membership?
4. Describe your long-term sustainability plan (including other public and private sector funding sources) to support the coalition after the grant period. (1250 character max)
5. Are there any potential barriers to project implementation? (1250 character max)
6. How will you determine whether you are successful? (1250 character max)
7. Are there other digital inclusion coalitions that exist in the region? If so, please describe how your coalition will be different or serve different community needs.(1250 character max)

Budget:

Please submit a budget using the sample [budget template](#) with your proposal. You may want to consider including:

A short description of how you plan to spend grant funds

1. Staffing (direct staffing costs such as trainers, project coordination, etc.)
2. Contracted/Professional Services (e.g. payments to independent contractors, external organizations, meeting space rental for training/workshops, etc.)
3. Hardware & software purchases (smart boards, printers, etc.) for project participants to borrow or own.
4. Internet subscription costs (including hotspot purchases,if applicable)
5. Supplies and materials (including peripherals, headsets, cameras, etc.)
6. Project-based food and travel needs
7. Communications materials (e.g. printing, postage/delivery, outreach, social media graphics, etc.)
8. Overhead (e.g. administration, rent/space, utilities, data processing, repairs, maintenance, etc.)

Timeline:

Please submit a timeline using the sample [timeline template](#) with your proposal. You may want to consider including:

A short description of what you plan to achieve and when

1. Activities completed
2. Outcomes
3. Due date

Proposal Submission

- The proposal deadline is *Friday, October 15, 2021 at 11:59 pm, EST*.
- To apply:
 - a. Complete the [Google Form](#)
 - b. Send one email with separate PDF attachments for both the project [timeline](#) and [budget](#) to NYDIFund@digitalinclusion.org with the subject line: **Coalition_YourOrgNameHere** or **Innovation_YourOrgNameHere** depending on the type of grant you are applying for.
- An email will be sent to you acknowledging receipt of your proposal.

If you have questions or technical difficulties, please reach out to Miles Miller, Program Associate, NDIA at nydifund@digitalinclusion.org

Proposal Review

Your proposal will be reviewed by an independent advisory board against criteria described above using the rubric below. You will be notified of the status of your proposal by *December 22, 2021*.

Component	Available Points
Strategies of how the coalition supports/will support the digital inclusion ecosystem in your region (e.g. creation of a community digital equity plan, coalition structure, coalition goals, etc.)	35
Description of long-term sustainability plan (e.g. other funding sources) to support digital inclusion work after the grant period	15
Explanation of how success will be measured.	15
Diversity of partners and local engagement (e.g. partnerships between different types of organizations: libraries partnered with digital inclusion advocates, and not a library partnered with another library).	10
Potential barriers and how they are to be addressed.	10
Timeline (What are the proposed outcomes and timeline for completion?)	10

Budget (Were the costs researched? Do the projected expenses make sense in relation to the proposal?)

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