



## ~New Courses Grants~ 2024 Solicitation

Applications Accepted October 1 to November 15,  
2024

The KC Digital Inclusion Fund is a charitable fund led by KC Digital Drive and administered at the Greater Kansas City Community Foundation with an Advisory Council.

All eligible applications are scored and recommended for funding by an independent review panel selected by the Advisory.



*Updated 10/21/2024*



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### Fund Cycles

The KC Digital Inclusion Fund (DIF) will grant up to \$250,000 to select 501(c)(3) public charities, educational or governmental entities in 2024 through three grant cycles focused on: 1) Devices, 2) I.T. Support, and 3) New Courses.

### New Courses Grants

Many organizations offer some type of digital literacy, skills, or training to the community at large, to specific groups, or to existing clients, but there are types of digital training that are largely absent from the KC metro area. “New Courses” grants are intended to fill those gaps.

#### Grant Priorities

New Courses Grants are open to 501(c)(3) public charities, educational organizations, or government entities who provide direct services to people in need in the 9-county Greater Kansas City region, including Cass, Clay, Jackson, Platte, and Ray counties in Missouri and Johnson, Leavenworth, Miami, and Wyandotte counties in Kansas.

We are seeking proposals from organizations looking to:

- Support new courses that do not already exist, or that add an innovative new twist to an existing course.
- Unlock opportunities that combine digital literacy or skills with an area of educational or instructional need, like financial literacy with digital tools for new moms, digital art and creativity tools for students, or mobile app literacy for parents.

Grants are not intended for advanced coding or computer science training, nor for training an organization’s own staff. Applicants will be asked to provide a gap analysis or to describe a level of understanding in order to validate what is new or different about your offering.

We encourage you to focus on a variety of community needs, emerging technologies, and practical applications - i.e. civic tech in the city, AI in everyday life, intro to online privacy and safety, remote work skills and tools, or digital savvy seniors.

The Fund seeks new digital literacy course concepts that teach digital skills to individuals, and brings a new skill, training component, technique, or perspective to expand digital literacy offerings in the region.

FUNDING AVAILABLE	Up to \$50,000
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APPLICATION WINDOW	October 1 - November 15, 2024
AWARD RANGE	\$1,000 - 10,000
EST. # AWARDS	3-7
FOCUS AREA	Participation in Digital Life
WHO IS ELIGIBLE	Nonprofit, government or other organizations who serve populations in the Greater Kansas City Metropolitan Area (9-county region including Cass, Clay, Jackson, Platte and Ray in Missouri, and Johnson, Leavenworth, Miami and Wyandotte in Kansas)

### Eligibility and How it works

- To be eligible, the lead applicant must be a 501(c)(3) public charity, educational or governmental entity serving people in need within the 9-county Greater Kansas City region (Cass, Clay, Jackson, Platte and Ray in Missouri, and Johnson, Leavenworth, Miami, and Wyandotte in Kansas).
- Applications should include funding only for new courses. This grant is not intended to support existing courses.
- Applications are submitted online starting October 1, 2024 with a deadline of November 15, 2024 by 11:59 p.m. CT.
- Applications are evaluated by a panel of reviewers selected by the Fund's appointed Advisory Council.
- Grantees are notified by KC Digital Drive of award status via email on/around January 6, 2025
- Announcements are made public on the DIF website, and via other media.
- The grant period of performance may be up to 12 months.

### Application Requirements

In completing an application form, applicants agree to share their proposal with representatives from a review panel of digital inclusion advocates to review all submitted materials. The prompts include:

- Do you currently offer digital literacy / skills training?
- Describe the new course being proposed, including:
  - What curriculum will you use and why
  - Where will you offer classes and how frequently
  - What kind of setup will be required for participants
  - Why this course and why now
  - Possible outcomes for participants
  - How will you know if you're successful



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- Describe your understanding of the gaps you see in the courses currently offered in the region?
  - What is unique about what you are offering? Include any quantifiable or learned analysis, research, client feedback, or other relevant case for your project.
- Who is the target population
- How many people do you expect to participate
- Describe your capacity to deliver the project (i.e. through existing staff or new hires, and include how they will be recruited, trained and deployed).
- Describe how you will sustain this offering and how it will impact your organization
- Describe your organization's experience in developing and/or delivering learning through courses, workshops or other learning engagements. Term of project.
- Amount of funds requested
- Budget and timeline (Upload)
- 501c3 IRS Exemption Letter, Or a statement of edu/gov entity on Letterhead (Upload)

### Evaluation Criteria

- **Capacity** – how credible/feasible is the applicant's ability to deliver and execute
- **Need** – what is the gap the applicant aims to fill and how well do they understand the need for their project; what partners might they align with for greater strength / broader impact
- **Impact** – how many people will be impacted directly (participants) and indirectly (partners, households, etc.)
- **Scalability and Sustainability** – does the project stand to offer meaningful lessons learned, opportunities for growth; can they scale or replicate/spread it to others
- **Innovation** - Overall creativity and novelty of the content and approach in addressing the need / gap
- **Community Benefit** - If there are other expected benefits to the population served beyond the core service delivery of the organization; what are the broader community benefits.

## Objectives & Program Goals

The DIF aims to advance a more systemic strategy toward addressing the digital divide, fill specific programmatic gaps, signal strong ongoing community commitment to this work, attract new local money to this cause beyond existing funders, and strengthen Kansas City's competitiveness for state and federal dollars.



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### Measures of Success

KC Digital Drive will track applicant engagement across grant programs and cycles, log the number of applications submitted, record the number of eligible applicants, review processes and outcomes, grantee awards, examine total funding requests to understand the supply and demand per grant program, and provide data and learnings to the Advisory Council for future consideration and strategic direction.

KC Digital Drive will provide concierge support services to applicants during grant cycles to boost awareness, ensure equity, and to reduce barriers for organizations of all types and sizes.

KC Digital Drive will provide a suite of grantee tech, evaluation, and outcome-based supports to standardize metrics and data.

### Submitting an Application

Interested 501(c)(3) public charities, educational or governmental entities are invited to submit an online application by November 15, 2024 at 11:59 p.m. CT.

### Review Criteria & Review Process

Reviewers will be asked to evaluate each application based on a 100-point total according to the following grant program rubric:

<b>New Courses</b>		
<u>Area</u>	<u>Description</u>	<u>Points per Area</u>
Capacity	How credible or compelling is the applicant's ability to deliver as promised	25
Need	What is the gap the applicant aims to fill and how well do they understand the need for their project; what partners might they align with for greater strength / broader impact	25



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Impact	How many people will be impacted directly (participants) and indirectly (partners, households, etc.)	15
Scalability and Sustainability	Does the project stand to offer meaningful lessons learned, opportunities for growth; can they scale or replicate/spread it to others	15
Innovation	Overall creativity and novelty of the content and approach in addressing the need / gap	10
Community Benefit	What are the broader community benefits	10

### Review Process

KC Digital Drive reviews all applications to ensure they are complete and are eligible 501(c)(3) entities and provides all qualifying applications to an outside Review Panel appointed by the Advisory Council for each Grant Program cycle.

Reviewers score each application according to its rubric and provide their recommended funding allocation. Detailed reviewer comments may be collected.

Review Panels convene virtually to deliberate, and sessions are facilitated by KC Digital Drive. The panel will review and discuss all proposals. Conflicts of Interest (COI) are established at the onset of the review period, and any reviewers with COI will be asked not to participate in the discussion of COI applications. All reviewers are asked to read all applications.

### Calendar

#### New Courses Grants

- Applications open on Oct 1, 2024
- Deadline to apply is Nov 15, 2024
- Grantees announced on/around January 6, 2025
- Period of performance is up to 12 months



## Terms and Conditions

1. Purpose: The DIF aims to support projects and initiatives that promote digital equity, access to technology, and digital literacy in the Kansas City area.
2. Eligibility Criteria: Lead applicants must be 501(c)(3) public charity, educational or governmental entities serving people within the Greater Kansas City Metropolitan Area (the 9-county region including Cass, Clay, Jackson, Platte and Ray in Missouri; and Johnson, Leavenworth, Miami and Wyandotte in Kansas)
3. Funding Priorities
  - a. The DIF will support projects related to providing access to technology, digital literacy training, internet connectivity solutions, and other initiatives aimed at bridging the digital divide.
  - b. Priority will be given to projects that target populations with limited access to technology and digital resources.
4. Application Process
  - a. Applicants must complete and submit an online application form available on the website at [kcdif.org](http://kcdif.org).
  - b. All application periods will be announced annually, and deadlines will be provided on the website.
  - c. Required documents may include budgets, organizational information, and timelines.
5. Evaluation Criteria
  - a. Applications will be evaluated based on each category's rubric (noted in the section titled Review Criteria & Review Process) and the potential impact of the project on digital inclusion efforts in the community, the feasibility of the proposed activities, and the organization's capacity to implement the project successfully.
6. Funding and Eligible Expenses
  - a. Grant amounts will vary depending on the scope and scale of the proposed projects, with a maximum grant award specified by each fund cycle.
7. Reporting and Accountability
  - a. Grant recipients are to complete a final report at the close of the performance period detailing project activities, expenditures, and outcomes.
  - b. The DIF reserves the right to conduct site visits, audits, or other monitoring activities to ensure compliance with grant requirements.
8. Intellectual Property Rights
  - a. Any intellectual property developed as a result of funded projects will be owned by the grant recipient, with the understanding that the fund may use project outcomes for promotional or educational purposes.





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9. Compliance and Legal Requirements
  - a. Grant recipients must comply with all relevant local, state, and federal laws and regulations, including those related to nondiscrimination, accessibility, and data privacy.
10. Termination and Amendment
  - a. The DIF reserves the right to terminate or amend grant agreements in cases of noncompliance, changes in project scope, or other unforeseen circumstances, with appropriate notice provided to grant recipients.
11. Dispute Resolution
  - a. Disputes between the fund and grant recipients will be resolved through good-faith negotiations. If resolution cannot be reached, the matter may be subject to mediation or arbitration, as determined by the fund.
12. Publicity and Acknowledgment
  - a. Grant recipients are expected to acknowledge support from the DIF in project materials, communications, and other relevant channels.
13. Accessibility and Non-Discrimination
  - a. Projects funded by the DIF must adhere to principles of accessibility and nondiscrimination, ensuring that digital resources and services are accessible to all members of the community.
14. Miscellaneous
  - a. The DIF reserves the right to make final decisions regarding grant awards, without guaranteeing funding to all applicants.
  - b. Any changes or updates to the terms and conditions of the grant program will be communicated to applicants and grantees in a timely manner.

Applicants are encouraged to review the complete terms and conditions of the DIF before applying for funding.