Please fill in and return the completed form to digitalcommunities@wales.coop

Alternatively post to: Wales Co-operative Centre, Y Borth, 13 Beddau Way, Caerphilly, CF83 2AX

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| **Organisation Applying for the Loan Equipment** |
| Organisation Name |  |
| Department  |  |
| Address |  |
| County |  | Post code |  |
| Contact Name  |  |
| Contact E-mail Address |  |
| Contact Telephone Number |  |
| **Digital Communities Wales Contact (if known)** |
| Name |  |
| Telephone Number  |  |
| Email Address |  |

**Please provide a brief summary of the work your organisation undertakes and the people you support.**

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**How will the equipment be used to improve digital skills and confidence of those you support?**

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**Please provide examples of specific groups you would work with using the loaned kit, for example 50+, disabled people etc.**

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**How many devices would you like to borrow and would you need these devices with a mobile data allowance?**

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**How many digitally excluded individuals would benefit from your proposal?**

Please estimate the total number of **unique** individuals that would benefit from using the equipment during your loan.

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**How would you like to work with Digital Communities Wales throughout the loan period to improve the digital skills of the residents and staff in your sheltered housing scheme?**

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| **INTERNAL USE ONLY BY DIGITAL COMMUNITIES WALES** |
| **Proposal assessment comments including recommendations or caveats** |
|  |
| **Equipment being loaned** |
|  |
| **Duration of loan agreement** |
| **Start Date** |  | **Return Date** |  |
| **Approved By** |  | **Date** |  |

**Digital Communities Wales - Conditions of Equipment Loan**

**Using the equipment**The equipment is to be used for the purposes of digital inclusion as laid out in your proposal, i.e. assisting those that need support to improve their digital skills. If you find your organisation does not end up using the equipment, please contact us to allow us to redistribute it to another organisation.

**Keeping the equipment safe**

* When the equipment is being used it must not be left unsupervised.
* When not in use the equipment must be locked away securely.
* You are advised to add this item to your existing insurance, if this is possible.
* If equipment is lost or damaged we expect the organisation to purchase a replacement.
* You must advise us immediately if kit goes missing or is damaged.
* You may be contacted from time to time to confirm the location and condition of the equipment.

**Impact Case Study**

* You will need to complete an impact case study as a result of the equipment loan. The content of which is expected to include how the equipment was used, the changes that may have resulted for your organisation and the people you supporting.
* With their permission, and yours, we will use these case studies to promote the benefits of getting online to others through our communication channels.
* We will credit your organisation and may contact you periodically to provide us with information on the number of people who have benefited from the equipment.

**Technical support**

There is no technical support available and we expect you to manage the equipment yourselves but if you do have any issues please contact Digital Communities Wales and we will do our best to help you. Links and engagement resources can be found on our website <https://www.digitalcommunities.gov.wales/training-materials/>. If you find the equipment does not work, please get in touch with your DCW contact and they will decide the best course of action.

**Equipment Tracking and Control**

We have invested in a Mobile Device Manager (MDM) to support our control of equipment. The MDM allows us to keep a track of where our equipment in case it is mislaid.

**Associated costs**

The equipment is loaned to your organisation in working condition free of charge. Any cost you may incur in using the equipment are at your own expense. This includes internet access, data charges, insurance, software, apps, licences and subscriptions.

**Ownership**

The equipment remains the property of Wales Co-operative Centre (Digital Communities Wales: Digital Confidence, Health and Well-being). You must not sell, give away or otherwise dispose of the equipment at any point. You must not remove the asset tags attached to the equipment. The equipment cannot be loaned to other organisations without our expressed permission.

**Accepting the equipment and conditions**

When we deliver/you collect the equipment we will ask you to sign an itemised “Digital Equipment Loan Agreement” detailing what we have provided.

**Duration of Loan agreement**

The duration of loan period is set out at the beginning of this document. The equipment will need to be returned to Digital Communities Wales no later than the agreed date.

**Return of Equipment**Before returning the equipment please ensure:

* All personal information and accounts have been removed from the device.
* Equipment has been factory reset.
* You have submitted a case study on how you have used the equipment and any successes.
* Cables, plugs and cases are included for each device.