



Digital Literacy Initiative 2026-2027 Application Form Copy

Important: This document is for reference only.

Applications will only be accepted through the designated application portal.

Select the highest participant target your organization can meet

The selection of a tier does not guarantee an award at that tier. *

☐ Tier 1: at least 150 unduplicated participants | \$9,800

☐ Tier 2: at least 50 unduplicated participants | \$3,800

Section 1: Main Point of Contact Information

Organization name

Physical address:

Street

City

State

Zip code

Mailing Address if different:

Mailing street

City

State

Zip code

Organization Website

<https://>

Employer Identification Number (EIN) - 9 digits

Project Lead (primary individual responsible for this grant project), if selected

Name:

Title:

Phone:

Email:

Section 2: About Your Organization

2.1 Describe your organization and the older adults you serve

Include your mission, primary programs and services, the communities you serve, and how older adults benefit from your organization's work. (250-word maximum)

2.2 Approximately how many unduplicated older adults does your organization actively engage?

During a typical month, how many older adults does your organization actively engage in services, programs, or activities, and what is your average daily attendance? Please briefly describe how you track this number.

(150-word maximum)

2.3 Have you received funding from NCOA before for any grant opportunity?

- ☐ Yes
- ☐ No
- ☐ Not sure

Section 3: Technology and site readiness

3.1 Do you have reliable internet at the site(s) where you will hold workshops and office hours?

- ☐ Yes
- ☐ No

3.2 Describe the space and technology available for workshops and office hours. Include:

To support hands-on learning, proposed workshops should generally include no more than approximately 20 participants and provide access to at least one internet-connected device for every three participants. Explain how you will meet these expectations, including:

- Location of the space (designated rooms, multi-purpose areas, off-site locations, etc.)
- Room layout
- Anticipated class size (number of participants)
- Number and types of devices available
- Any other technology equipment (i.e. projectors/large monitors for presentation)*

*You may purchase additional devices or technology using grant funds.

(250-word maximum)

3.3 Describe any devices or technology you plan to purchase using grant funds and explain how they will support workshops, office hours, participant access, or hands-on learning.

If you do not plan to purchase additional devices or technology, explain why your existing resources are sufficient to support implementation.

(150-word maximum)

(250-word maximum)

Section 4: Commitment

Grants will be awarded in two tiers based on attendance goals. All tiers will require attaining the participant goal by hosting a minimum of 4 in-person workshops and 1 hour per week of in-person open office hours for the duration of the project period, approximately 30 hours total.

4.1 Describe your organization's participant recruitment plan.

Describe your organization's plan to recruit enough older adults to meet the participant target tier selected at the beginning of this application. Include:

- The primary groups of older adults you plan to recruit (e.g., current participants, members, clients, congregate meal participants, residents of senior housing communities, faith-based communities, or individuals referred by partner organizations).
- Your organization's existing relationship with these groups and the approximate number of older adults you can reasonably reach through each.
- The outreach and recruitment methods you will use to engage each group (e.g., direct outreach, referrals, events, newsletters, presentations, phone calls, or partner communications).
- The estimated number of participants you expect to recruit through each source or method.

(300-word maximum)

4.2 Describe your preliminary implementation plan.

We are seeking a high-level overview of how you will execute the program, not a detailed work plan. Include the major phases of implementation, key milestones, and the anticipated timeline for staff/volunteer identification, participant recruitment and enrollment, workshops, office hours, and program completion.

(300-word maximum)

Section 5: Community

5.1 What percentage of the older adults your organization serves are considered middle-to low-income?

- Less than 25%
- 25%–49%
- 50%–74%
- 75% or more

5.2 What estimated percentage of the older adults your organization serves live in the following types of communities? (Select all that apply and indicate the approximate percentage for each.)

- Inner-city areas
- Underserved areas
- Rural areas

Approximate % of each population selected

Inner-city areas __%

Underserved areas __%

Rural areas __%

Section 6: Staffing

6.1 Describe your facilitator staffing plan

Describe the staff and/or volunteers who will lead workshops and office hours, or your organization's plan to identify these individuals if they have not yet been selected. Include:

- The individuals who are expected to serve as facilitators, if known, or the types of staff, volunteers, peer educators, or partners you plan to recruit or engage.
- The qualifications, skills, experience, or personal attributes that are important for facilitating workshops and supporting older adult learners.
- Any relevant experience your organization has teaching technology, supporting older adults, or delivering educational programs.

(250-word maximum)

Section 7: Past digital literacy initiative experience

7.1 Have you ever administered a digital literacy initiative supported by AT&T?

Yes / No

7.2 Describe your organization's digital literacy experience

Describe any digital literacy, technology support, fraud prevention, online safety, or related programming your organization has delivered for older adults and average number of participants per session and total number served. If none, describe comparable education or

coaching experience.

(250-word maximum)

Financial review (required)

Submit one of the following documents:

- For 501(c)3 organizations: IRS Determination Letter
- For governmental units
 - 1) IRS Governmental Information Letter (preferred)
 - 2) State sales tax exemption certificate
 - 3) Charter or enabling statute citation
 - 4) CFO attestation on letterhead

Application Review and Scoring

Eligible applications will be scored using the criteria below. Applicants should provide clear, complete, and realistic responses.

Scoring criterion	Points
Organizational alignment and service to older adults	10
Current reach and participant tracking	5
Workshop space and technology readiness	15
Additional technology purchase plan	5
Outreach and recruitment plan	15
Implementation plan and timeline	15
Reach to middle- to low-income older adults	5
Reach to underserved, inner-city, or rural communities	5
Facilitator capacity and qualifications	10
First-time applicant priority	5
Relevant program delivery or comparable experience	10
Total	100