**Donation Device – Eligibility & Request Process**

Refurb IT goal is to promote a circular economy; extend the life of devices by saving them from landfill and recycling; raise awareness among businesses and the community and tackle digital exclusion.

Refurb IT collects unwanted personal devices (laptops, tables and smartphones), securely wipes the data, installs a new operating system and then donates them via local VCSE organisations to support individuals and families who are digitally excluded to gain the essential digital skills and confidence they need to do everyday things such as access information, services, connect with others , use email and online accounts, study, find work etc.

**Organisation eligibility and conditions.** The organisation must:

* Be an established VCSE organisation in Leicester or Leicestershire.
* Be confident that the recipient meets the ‘individual eligibility criteria’.
* Be able to provide or ensure, the recipient receives the necessary support and training to effectively use the device and learn Essential Digital Skills (see the form below).
* Ensure the recipient completes an evaluation & provide case studies as requested\*
* Provide the device to the recipient free of charge.
* Return the device to Refurb IT (to re-gift) if the original recipient declines or no longer needs the device. It must not be passed on to any other individuals. (A new request will need to be made for that individual).

**Individual eligibility criteria.** Our aim is to reach those who are most digitally excluded in Leicester and Leicestershire. Recipients must:

1. Be on a low income or no income and not be able to afford a device
2. Need basic digital skills support (together with the device)
3. Have a specific disadvantage/ need that the device and support will help them with e.g:
* Individuals with disability who may need digital devices to access necessary services and support.
* Individuals with lower education levels, limited language skills etc.
* Unemployed individuals needing digital resources to find work or improve their job skills.
* Individuals with dependents, such as children or elderly parents, who may need digital devices to access necessary services and support.

All personal information is for assessment and monitoring purposes only.

Please note that our stock and choice of devices is dependent on the supply of and the demand we have at that time. If necessary, we will prioritise on the basis of the criteria above and the number of devices already donated an organisation.

**PLEASE NOTE:** The recipient agreement from states that the recipient is free to keep the device on This is essential to our continued work. **The recipient evaluation form must be completed before the device is donated at the end of the support.**

**Device Request Form**

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| Name of referrer:  | Click here to enter text. |
| Job title: | Click here to enter text. |
| Name of organisation | Click here to enter text. |
| Email: | Click here to enter text. |
| Contact Number: | Click here to enter text. |
| As the referrer, I have gained the consent of the person named below to refer them to the Refurb IT Project for a donated device and have obtained their permission to be contacted by the project. [ ] Yes [ ]  No  |
|  |
| Name of recipient: |   |

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| **Eligibility criteria:** |
|  | **Please provide details** |
| Age (must be over 16) |  |
| Address (must be living in Leicester/shire) |  |
| On a low income or no income and not be able to afford a device |  |
| Needs basic digital skills support (together with the device). |  |
| Has a specific disadvantage/ need that the device and support will help them with e.g:Disability; low literacy; unemployment individuals; dependents needing access to services and support. |  |

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| **Which essential digital skills will the individual learn with your support?** |
| **Please note** the list of examples below are not exhaustive. You are not expected to do everything listed in each section but we would expect you to something in most if not all 6 categories.We will use this information for evaluation purposes. | **Please tick** |
| 1. **Finding solutions to problems by using digital tools and online services** e.g. finding information, using UC account, or online banking, finding information, accessing services, using online tools like budgeting or benefits calculators etc.
 |  |
| 1. **Communicate, collaborate, share online** e.g .setting up & using email; any social media – facebook; using word; uploading documents, photos etc; using video, Zoom etc.
 |  |
| 1. **Apply for & use** **services, buy & sell and manage** **transactions online** e.g. setting up or using an Amazon account; filling forms like voter registration, NHS prescriptions etc; paying by card; managing your money through an online bank account/app etc.
 |  |
| 1. **Find manage and store digital information**. Using the internet to research, backing up data e.g on cloud; streaming services like iplayer etc.
 |  |
| 1. **Improve access to information about work and/or education e.g.** job searching, applying for jobs online, interview by Zoom, studying online; working remotely etc.
 |  |
| 1. **To be safe, legal and confident online** ie. protecting privacy and data, being responsible online & digital well- being i.e. cookie consent; using anti -virus, understanding privacy settings; passwords authentication; secure browsing etc.
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| **What type of device does the individual need?** |
|  | **Please choose one** |
| Laptop |  |
| Tablet |  |
| Smartphone |  |
|  |  |
| **Does the recipient require data?** |  YES / NO  |