FREE Community Computers 2016 – RECYCLED LAPTOPS

Guidance Notes and Application Form

Warwickshire County Council has a total of 120 recycled laptops to give away for FREE to community groups, voluntary organisations and Town & Parish Councils – across all of Warwickshire. **Please apply by 5pm on Friday 23rd September 2016.**

What is available?
There are a total of 120 laptops available. Models include:
- HP Compaq 6730b
- Dell Latitude E5500
- HP Elitebooks 2700 Series, and
- Lenovo Thinkpad E500 Series.

All laptops will come with a minimum 120GB hard drive, 2GB Ram, Windows 7 Operating System, Internet Explorer, Google Chrome, Free Open Office software and include Anti-virus protection. A three-month warranty is provided with each laptop.

Groups can apply for 1 laptop and, if successful, they will receive one of the models mentioned above. Unfortunately, we cannot guarantee which model they will receive, and we cannot take requests.

Who can apply?
- ✓ Locally based community or voluntary organisations. This includes Town and Parish Councils, but only for community focused projects (not for administration of the Town/Parish Council).
- ✓ Small-scale groups who have little or no IT equipment, and can show how it will be used to grow their organisation.
- ✓ Groups who do not have significant reserves or other resources

Conditions all applicants must agree to:

☐ Sign a simple receipt indemnifying the Council against any claim arising from the future use of the equipment and confirming that the Council accepts no ongoing responsibility for the condition of the equipment beyond the three-month warranty provided, or its disposal.

☐ To ensure validity of the three-month warranty, log-in must be completed within 3 months of receipt of the computer.

☐ Complete a simple report form at the end of six months, to describe the use of the equipment and its impact on their work.

☐ Ensure recognition of WCC in any publicity or communication relating to the equipment.

☐ Collect the laptop from the WCC Office in Shire Hall, Warwick.

Decision Process
Applications will be assessed and considered by the relevant Area Team and endorsed by a representative group of County Councillors.

Tips
- Before completing the application, you must consider the costs of running the equipment after the three-month warranty has expired, plus security, insurance, and additional software.
- To make your application easy to read, please either type or use black ink.

Please return this form by Friday 23rd September to communitycomputers@warwickshire.gov.uk

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If you would like to apply by post, please send your application to the relevant address below:

Rugby: Community Computers, Warwickshire County Council c/o Room 43, Rugby Town Hall, Evreux Way, Rugby, CV21 2RR

South Warwickshire (Stratford/Warwick): WCC Southern Area Team, Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HZ

North Warwickshire and Nuneaton & Bedworth: WCC Northern Area Team, Town Hall, Coton Road, Nuneaton, CV11 5AA

If you have any queries, please ring the relevant Area Office below:

Rugby: 01788 533 656
South Warwickshire (Stratford/Warwick): 01926 413 644
North Warwickshire and Nuneaton & Bedworth: 01926 737 767

You can download this form from **https://www.warwickshire.gov.uk/grants**
(Scroll down to the section entitled Community Computers Scheme).

If you require this information in an alternative format, please contact us.

FOR OFFICE USE ONLY:

Date Application Received: _____   **Reference No:** _____

Eligible: ☐ **YES**
              ☐ **NO (Notes:** _____**)**

Has group previously received Community Computer?   ☐ **YES**
                                                        ☐ **NO**

Successful: ☐ **YES**
              ☐ **NO**
NOTES:

1. Full name of group	
2. Contact details Your name Position in group Address Phone number E-mail	
3. Purpose of organisation What are the main aims and activities of your organisation?	
4. Why do you need the computer and what will it be used for? Who will benefit or use the computer? How will this benefit the local community? Please be as specific as possible.	
5. Location of computer Please tell us where the computer will be based. If this is not the main address of your organisation, please explain why.	
6. Have you received a Community Computer from us in the past?	
7. Existing equipment Please provide a brief list of any IT equipment that your group already owns or has access to.	
8. Signature of main contact person (as at question 2)	
9. Date	