

5G Testbeds and Trials: 5G Create Application Form

1. Guidance

This application form should be completed in accordance with the guidance provided in the 5G Create Competition Guidance document and supporting material.

Once completed, this document should be submitted in Microsoft Word format (contact [5gcreate@culture.gov.uk](mailto:5gcreate@culture.gov.uk) if this format will cause difficulties).

**Project leads should submit the following documents:**

1. This Project Application form (plus any allowed appendices)
2. Project Finance Form (one per project partner), signed
3. Copies (.pdf) of 2 years of latest accounts for each partner
4. Summary Information

**Application Information (not scored)**

|  |  |
| --- | --- |
| **Project Name** |  |
| **Project Lead Organisation** |  |
| **Project Lead Contact Name** |  |
| **Project Lead Contact Email** |  |

**Public description (not scored)**

|  |  |
| --- | --- |
| **Describe your project in a way that will be understandable to the general public, and in a way that you are happy to see published.**  Please do not include any commercially sensitive information, e.g. intellectual property or patent details. We will publish this description. This could happen before you start your project.  We would also like to publish the partners involved in your proposal and the public description of the project, but this is not mandatory. Please also check the box below to confirm DCMS may publish a list of your proposed project partners with the description.  **400 words limit** | |
|  | |
| **DCMS may publish project partner list (organisation names only)** |  |

1. Evaluated Questions

|  |  |  |
| --- | --- | --- |
| **Section** | **Weighting** | **Ideal response** |
| **A. Project description, objectives and outcomes** | 35% | A clear description of the project, stating its aims, its objectives and expected outcomes. The description should describe which elements of 5G and other technologies have been adopted and why, detail the projects innovative elements and summarise the expected benefits of the trial’s outcomes. The description should also outline who’s doing what. |
| **B. Outcome sustainability** | 25% | A reasoned and credible description of how a successful trial might lead towards deployment of viable products sustained without further government grant funding |
| **C. Delivery** | 20% | Evidence that the project tasks have been thought through and that there is a robust approach to controlling the project in flight that is proportionate to the funding levels sought |
| **D. Financial** | 20% | A clear overview and explanation of the costs of the programme and confidence that financial management and control of the project will be deliver good value for money |

Your responses’ lengths should be proportionate to the complexity and scale of your bid. Each question has a **250 - 600 word** limit. In evaluating your responses we value brevity and the maximum word limit is not a target, but please give sufficient evidence to support your bid.

Tables will not be included in this word limit but should be only used where necessary. Additional diagrams should not be provided unless requested.

Your response should provide sufficient **evidence** to support any assertions made and state any underlying principles or assumptions.

You should not include commercial sales messages about products or services being proposed.

**A Project description, objectives and outcomes (35%)**

Please provide a clear description of the project, stating its aims, its objectives and expected outcomes. The description should describe which elements of 5G and other technologies have been adopted and why, detail the project’s innovative elements and summarise the expected benefits of the project’s outcomes, including on telecoms network supply chain diversification. The description should also outline the consortia and their roles, along with key members and who’s doing what.

An ideal response to this section will provide a clear and compelling description understanding of the nature, scale and value of the proposed project, and why the proposed consortia is best placed to deliver it. It should address the following **four** questions.

|  |
| --- |
| **1. Describe the project’s delivery aims (what will you deliver?) (11%)** |
|  |
| **2. Detail the project’s measurable outcomes (what will be the measurable impacts?) (11%)** |
|  |
| **3. Describe, in technical terms, the system architecture and major technological components and innovations of the project. Refer specifically to the 5G, and non-5G, technologies that will be used (8%)**  Please provide a diagram illustrating the proposed network. Use the diagram to identify key components, including approach to spectrum and MNO connectivity (where relevant). |
|  |
| **4. Describe your approach to the project’s telecoms and cyber security? Explain any specific research in these areas you will undertake as part of the trial (5%)** |
|  |

**B Outcome sustainability, benefits and route to market (25%)**

Please provide a reasoned and credible picture of how the project’s expected outcomes might lead towards deployment of financially viable products including wider benefits of these telecoms network supply chain diversification.

An ideal response to this section will provide a reasoned and credible business case for the development of the project’s products. It should address the following **three questions.**

|  |
| --- |
| **1. How will the project test sustainability beyond government funding and how will your project bring the product(s) closer to deployment? If helpful, you may wish to use Technology Readiness Levels (TRLs) to support this (12.5%)**  To note, ‘product’ may refer to systems, processes, services etc. |
|  |
| **2. Describe your vision for the development and funding of the product(s) once the project is completed (5%)** |
|  |
| **3. Describe the project’s benefits and compare the project’s benefits to its costs. Please specify the project‘s measurable monetisable and non-monetisable benefits or explain how you will determine these as part of your project (7.5%)** |
|  |

**C Project Delivery (20%)**

Please provide a detailed plan for the delivery of the project. A good response will provide evidence that project proposal is credible and that there is a robust approach to controlling the project that is proportionate to the funding levels sought.

It should address the following **three questions.**

|  |
| --- |
| **1. Provide a plan and supporting description that outlines:**   1. **how the project will be delivered** 2. **key activities, including purpose and objectives of these activities** 3. **Mobilisation plan (from grant agreement to starting delivery)** 4. **decision points** 5. **milestones, including grant payment milestones**   **Gantt Chart or other supporting materials can be provided as an annex (10%)** |
|  |
| **2. How will the project be governed and decisions made? (5%)** |
|  |
| **3. Describe the most significant risks to the successful delivery of the project and how they might be mitigated (5%)** |
|  |

**D Financial (20%)**

Please detail the project explain the financial and value for money approach of the project.

A good response to this section will provide a clear overview and explanation of the costs of the programme and confidence in financial management and control of the project.

It should address the following **three questions.**

Note: As part of assessment of Section D, Assessors need to be confident the project is good value can be delivered to the stated cost. They will consider:

* The response to these questions and the supporting financial information provided
* The suitability of the proposed costs - costs considered excessive will be a cause for serious concern
* The total amount of grant funding requested from DCMS
* Whether there is an appropriate level of contributions from public sector organisations who are project partners

|  |
| --- |
| **1. Identify the major cost components and explain how these represent value for money. To support this explanation, please also provide: (10%)**   * 1. **Include a resource plan that consolidates the information in the financial annexes to show the full labour requirement for the project (role title, day rate, days required, total cost). Use this to explain the level of resourcing required and indicate where roles are filled using known individuals or where recruitment is required.**   2. **Provide an annex separately identifying the following:**      1. **The cost of each work package (which should correspond with your project plan and milestones) with the estimated costs to be incurred by each partner and the requested DCMS grant funding.**      2. **Monthly cost profile summarising the costs incurred by month** |
|  |
| **2. Explain how you will ensure value for money through your sourcing approach and supply chain (5%)** |
|  |
| **3. Explain whether this project could go ahead without public funding and if so the difference public - funding would make. Why are you not able to wholly fund the project from your own or other private-sector funding? (5%)** |
|  |

1. Supplementary Information

Information provided here will be used to aid understanding of the (above) assessed responses.

**1 Finance Summary**

Please complete the following finance summary.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1. Organisation name (as officially listed e.g. on Companies House) | 2. Organisation registered postcode | 3. Entity registration number (e.g. Companies House) | 4. Enterprise category | 5. Postcode where majority of work will be done | 6. Costs to be funded by each organisation  (£) | 7. Funding sought from DCMS  (£) | 8. Other funding from public sector bodies  (£) | 9. Total  (£) |
| Lead org. |  |  |  |  |  |  |  |  |  |
| Partner 1 |  |  |  |  |  |  |  |  |  |
| Partner 2 |  |  |  |  |  |  |  |  |  |
| Partner 3 |  |  |  |  |  |  |  |  |  |
| Partner 4 |  |  |  |  |  |  |  |  |  |
| Partner 5 |  |  |  |  |  |  |  |  |  |
| Partner 6 |  |  |  |  |  |  |  |  |  |
| Partner 7 |  |  |  |  |  |  |  |  |  |
| Partner 8 |  |  |  |  |  |  |  |  |  |
| Partner 9 |  |  |  |  |  |  |  |  |  |
| Partner 10 |  |  |  |  |  |  |  |  |  |
| Partner 11 |  |  |  |  |  |  |  |  |  |
| Partner 12 |  |  |  |  |  |  |  |  |  |
| Partner 13 |  |  |  |  |  |  |  |  |  |
| Partner 14 |  |  |  |  |  |  |  |  |  |
| Partner 15 |  |  |  |  |  |  |  |  |  |
| Partner 16 |  |  |  |  |  |  |  |  |  |
| [non-partner contributions 1] |  |  |  |  |  |  |  |  |  |
| [non-partner contributions 2] |  |  |  |  |  |  |  |  |  |
| [non-partner contributions 3] |  |  |  |  |  |  |  |  |  |
| [non-partner contributions 4] |  |  |  |  |  |  |  |  |  |
| **Total (£)** | | | | | |  |  |  |  |

Where organisations not requesting DCMS grant funding are contributing to the project, please enter their contributions in the *non-partner contributions* rows and populate

|  |  |  |
| --- | --- | --- |
|  | **Information Request** | **For Completion**(guidance in italics) |
| **2** | Please confirm that your consortium has reviewed and understands the State Aid regime under which you intend to receive grant funding, and that your application complies with said rules? | *[Please state: ‘Yes’ or ‘No’ and which regime you intend to use]* |
| **3** | Has the financial contribution of each partner to the project been signed-off at an appropriate level within their organisation? | *[For each organisation please state: ‘Yes’ or ‘No’.*  *If ‘No’, when would this be expected to occur?]* |
| **4** | Can you confirm that your bid conforms to the DCMS High Risk Vendor (HRV) policy outlined in guidance. | *[Please state: ‘Yes’ or ‘No’]* |
| **5** | Do you require radio spectrum to carry out your project?  If yes, what spectrum do you require and have you yet secured it? | *[Please state: ‘Yes’ or ‘No’.*  *If not, please explain why not, and how you intend to secure this spectrum prior to the project commencing]* |
| **6** | Please provide the addresses of the key locations in the project? | |  | | --- | | **Location & address** | | *[Insert location name and address including postcode]* | |  | |
| **7** | Please confirm that the grant amount requested from DCMS includes any irrecoverable VAT, all fees and charges, and appropriate allowance has been made for any price inflation during the project period. | *[Enter ‘Confirmed’]* |
| **8** | Please confirm that if you are successful in this competition, the Project Lead will accept the terms and conditions in the draft grant funding agreement provided? | *[Enter ‘Confirmed’]* |
| **9** | Confirm your project has reviewed and understand the 2-4% collaboration requirements outlined in the guidance. | *[Enter ‘Confirmed’]* |
| **10** | Please confirm whether partners have provided a letter of support or commitment to the project?  Please submit a copy of letter(s) as a PDF(s). | *[Enter ‘Confirmed’ and partner name]* |

**11 Other required attachments**

1. Project Finance Form (one per project partner), signed
2. Copies (.pdf) of 2 years of latest accounts for each partner