**Annex C**

**Transformation Challenge Award**

2014-15 Application Form A

A. Facilitating small district councils to share a senior management team, including any chief executive, with one or more other councils

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| **Disclaimer**There shall be no expectation of grant until authorities have been formally notified in writing by the department. All the applicant’s costs and charges incurred as a result of making this application shall be for the applicant’s account and cannot be claimed as part of the project. |

**The Data Protection Act: Freedom of Information Act 2000**

The Department for Communities and Local Government undertakes to use its best endeavours to hold confidential any information provided in any application form submitted, subject to our contracting obligations under law, including the Freedom of Information Act 2000. If you consider that any of the information submitted in the application form should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The department will then consult with you in considering any request received under the Freedom of Information Act 2000 before replying to such a request.

Applicants should be aware that the following conditions will also apply to all bid applications:

* We may use your information for the purposes of research and statistical analysis and may share anonymised information with other government departments, agencies or third parties for research and statistical analysis and reporting purposes.
* Our policies and procedures in relation to the application and evaluation of grants are subject to audit and review by both internal and external auditors. Your information may be subject to such audit and review.
* We propose to include light touch monitoring by the department utilising publicly available information. We would encourage applicants to regularly publicise progress on their websites and disseminate good practice.
* The department will publish summaries of all successful bids.

**2014-15 Transformation Challenge Award -**  application form A and financial business case

**Completed bid forms should be approved and signed by the Section 151 officer of each local authority partner to the bid and authorised person for other partners. The form should be returned in electronic format to** **transformation@communities.gsi.gov.uk** **by no later than 5pm on 1 July 2014.**

**Section A: Applicant contact information**

*Note: This bid is for the Transformation Challenge Award 2014-15 A.*

|  |  |
| --- | --- |
| Local Authority Name/Name of bidding organisation:  | Click here to enter text. |
| Name of Contact(s):  | Click here to enter text. |
| Position in authority:  | Click here to enter text. |
| Telephone number(s) of the contact(s):  | Click here to enter text. |
| Email address of the contact(s): | Click here to enter text. |

**Section B: Eligibility criteria**

*Note: This bid is for the Transformation Challenge Award 2014-15 A.*

Please tick to confirm that the bid meets all the following eligibility criteria:

1. The authority does not share its senior management team, including any chief executive, **and** has a2014-15 budget of £15 million or less, as shown in column BG of the revenue spending power additional information table, which can be accessed via: <https://www.gov.uk/government/publications/change-in-spending-power>. ☐

2. Sharing arrangements can be made before the end of 2014-15. ☐

3. The savings must exceed the value of grant sought. ☐

4. The proposal has been signed off by your Section 151 officer. ☐

**Section C: Proposed sharing arrangements and scale**

*Note: This bid is for the Transformation Challenge Award 2014-15 A.*

**Short Project Title:** Please give the bid a short name, unique to any other bids from your organisation.

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| Click here to enter text. |

**Project Summary (500 words maximum):** Please provide a brief outline of the proposals to move to a shared arrangement, explaining what arrangements will apply to the senior management teams, including any chief executive, and any further changes such as sharing of IT systems and other resources / assets.

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| Click here to enter text. |

**Grant Requirement:** Please state the total amount you are bidding for from the Transformation Challenge Award: savings must outweigh the grant sought.

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| Click here to enter text. |

**Bidding partners:** Please describe the scale of the partnership, detailing the number and name of partners.

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| Click here to enter text. |

**Other bids:** If you are submitting other bids for Transformation Challenge Award funding, please list all other bids specifying the name of the bid, lead bidding organisation, and the partnership arrangements of the bid.

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| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |

**Plans for future shared service reform:** How does this project connect to any wider plans for moving to shared services in 2015-16.

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| --- |
| Click here to enter text. |

**Date when arrangements will be finalised:** Please indicate the expected date(s) for sharing arrangements to be finalised.

|  |  |
| --- | --- |
| *Arrangements* | *Date* |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

**Section D: Political agreement**

*Note: This bid is for the Transformation Challenge Award 2014-15 A.*

Has political agreement been reached with all partners involved?(Please tick appropriate box)

Yes ☐ No ☐

How was political agreement reached? Please provide a brief overview below.

|  |
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| Click here to enter text. |

**Section E: Project funding**

*Note: This bid is for the Transformation Challenge Award 2014-15 A.*

**Funding sources:** Please specify the proposed funding sources for the project, including the breakdown by:

1. Transformation Challenge Award Grant sought
2. Other funding being made available and the source of that funding. If this relates to a specific element of the project, then this should be outlined in the text.

|  |  |
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| **Funding source** | **Amount being sought**  |
| Transformation Challenge Award Grant |  |
| Other funding (please specify all additional sources separately) |  |

**Section F: Financial business case - savings**

*Note: This bid is for the Transformation Challenge Award 2014-15 A. For each partner please provide costs of senior management team, including any chief executive assuming (i) no Transformation Challenge Award funding and (ii) with Transformation Challenge Award funding for sharing. Costs should be in current (cash) prices.*

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| --- | --- | --- | --- | --- | --- |
| **<Bidding organisation name>** | **2014/15** | **2015/16** | **2016/17** | **2017/18** | **2018/19** |
| (i) Senior management team costs - no Transformation Challenge Award (£) |  |  |  |  |  |
| (ii) Senior management team costs - with Transformation Challenge Award (£) |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **<Partner 1 name>** | **2014/15** | **2015/16** | **2016/17** | **2017/18** | **2018/19** |
| (i) Senior management team costs - no Transformation Challenge Award (£) |  |  |  |  |  |
| (ii) Senior management team costs - with Transformation Challenge Award (£) |  |  |  |  |  |

**Section G: Approval**

*Note: This bid is for the Transformation Challenge Award 2014-15 A.*

**Approval:** Bid approved and signed off by Section 151 officer (or authorised person in other public sector partners) for each partner to the bid.

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| Name | Click here to enter text. |
| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

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| Name | Click here to enter text. |
| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

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| Name | Click here to enter text. |
| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

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| Name | Click here to enter text. |
| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

**Transformation Challenge Award**

2014-15 Application Form B

B. Supporting a small number of places which, by working with other public sector partners, can utilise funds in 2014-15 to reform services and make a return in 2014-15.

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| **Disclaimer**There shall be no expectation of grant until authorities have been formally notified in writing by the department. All the applicant’s costs and charges incurred as a result of making this application shall be for the applicant’s account and cannot be claimed as part of the project. |

**The Data Protection Act: Freedom of Information Act 2000**

The Department for Communities and Local Government undertakes to use its best endeavours to hold confidential any information provided in any application form submitted, subject to our contracting obligations under law, including the Freedom of Information Act 2000. If you consider that any of the information submitted in the application form should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The department will then consult with you in considering any request received under the Freedom of Information Act 2000 before replying to such a request.

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* We may use your information for the purposes of research and statistical analysis and may share anonymised information with other government departments, agencies or third parties for research and statistical analysis and reporting purposes.
* Our policies and procedures in relation to the application and evaluation of grants are subject to audit and review by both internal and external auditors. Your information may be subject to such audit and review.
* We propose to include light touch monitoring by the department utilising publicly available information. We would encourage applicants to publicise progress on their websites regularly and disseminate good practice.
* The department will publish summaries of all successful bids.

**2014-15 Transformation Challenge Award –** application form B and financial business case

**Completed bid forms should be approved and signed by the Section 151 officer of each local authority partner to the bid and authorised person for other partners. The form should be returned in electronic format to** **transformation@communities.gsi.gov.uk** **by no later than 5pm on 1 July 2014. Please also complete and send the short financial business case spread sheet with your application.**

**Section A: Applicant contact information**

*Note: This bid is for the Transformation Challenge Award 2014-15 B.*

|  |  |
| --- | --- |
| Local Authority Name/Name of bidding organisation:  | Click here to enter text. |
| Name of Contact(s):  | Click here to enter text. |
| Position in authority:  |  Click here to enter text. |
| Telephone number(s) of the contact(s):  | Click here to enter text. |
| Email address of the contact(s): | Click here to enter text. |

**Section B: Eligibility criteria**

*Note: This bid is for the Transformation Challenge Award 2014-15 B.*

Please tick to confirm that the bid meets all the following eligibility criteria:

1. Savings must exceed the amount of grant sought. ☐
2. Funding can be utilised in 2014-15 and returns on this investment can be demonstrated in 2014-15. ☐
3. The Transformation Challenge Award grant is to part-fund a transformation project. ☐
4. The bid must have a positive impact on service users. ☐
5. As a minimum the applicant must be in an existing partnership with at least one other partner. This could be another local authority, public authority, the Voluntary and Community Sector or a private sector partner. ☐
6. The proposal has been signed off by your Section 151 officer. ☐

**Section C: Project description**

*Note: This bid is for the Transformation Challenge Award 2014-15 B.*

**Short Project Title:** Please give the bid a short name, unique to any other bids from your organisation.

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| Click here to enter text. |

**Project Summary (500 words maximum):** Please provide a brief description outlining the rationale for the project and the key elements of the service transformation, and how Transformation Challenge Award funding can be used in 2014-15 and how returns on investment can be demonstrated in 2014-15.

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| Click here to enter text. |

**Grant Requirement:** Please state the total amount you are bidding for from the Transformation Challenge Award.

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| Click here to enter text. |

**Joint Application:** Is the bid being submitted jointly with other local authorities, and/or other partner organisations? (Please tick appropriate box)

Yes ☐ No ☐

If yes, please provide the names of all partners, add additional partners if required.

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| --- | --- |
| Name of delivery partner 1  | Click here to enter text. |
| Name of delivery partner 2  | Click here to enter text. |
| Name of delivery partner 3  | Click here to enter text. |

**Other bids:** Please provide the details of any other bids submitted by partners in this proposal that have been submitted to the Transformation Challenge Award. Please specify name of bid, lead bidding organisation and the partnership arrangements of the bid.

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| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |

**Wider public service reform (200 words maximum)**: Is this project being developed alongside or as part of any wider public service reforms (including projects / funding from other government department)? If yes, please give details

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| Click here to enter text. |

**Local savings:** How does the proposal fit with local savings plans?

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| Click here to enter text. |

**Assets:** Does the project involve a land or property transaction, or asset transfer to a joint vehicle? If so, please provide details of what is involved or say not applicable.

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| Click here to enter text. |

**Section D: Project outputs and beneficiaries**

*Note: This bid is for the Transformation Challenge Award 2014-15 B.*

Your bid should include a clear and concise narrative description using and extending the box below (no longer than four pages, including any supporting tables and evidence) setting out the rationale, the key stages/milestones, consequent benefits and timelines. This should cover:

• All costs associated with the project have been identified and an explanation of how funding in 2014-15 can accelerate plans

• An explanation of why you believe the costs to be reasonable

• The level of organisational and financial commitment where funding is contributed from other sources, including any dependencies

• That financial risks have been identified and mitigation plans are in place; a risk register should be included.

• The sustainability of savings in future years (the benefits calculator asks applicants to provide a profile of savings over the next ten years).

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| Click here to enter text. |

**Section E: Project funding**

*Note: This bid is for the Transformation Challenge Award 2014-15 B.*

**Please complete the financial business case spread sheet and enclose the completed table as a separate attachment. Summary data presented in the following sections should be consistent with data shown in the spread sheet table.**

**Funding sources:** Please specify the proposed funding sources for the project, including the breakdown by:

1. Transformation Challenge Award Grant sought
2. Other funding being made available and the source of that funding. If this relates to a specific element of the project, then this should be outlined in the text.

Note: This bid is for the Transformation Challenge Award 2014-15 B.

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| --- | --- |
| **Funding source** | **Amount being sought**  |
| Transformation Challenge Award Grant |  |
| Other funding (please specify all additional sources separately) |  |

**Section F: Financial business case – savings**

*Note: This bid is for the Transformation Challenge Award 2014-15 B.*

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| **Estimated Savings** Net Present Value arising from service transformation | **£** |

**Section G: Benefits to local people**

*Note: This bid is for the Transformation Challenge Award 2014-15 B.*

Please provide details of the anticipated improvements / benefits to local people including protection of front line services **(500 words maximum).**

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| Click here to enter text. |

**Section H: Approval**

*Note: This bid is for the Transformation Challenge Award 2014-15 B.*

**Approval:** Bid approved and signed off by Section 151 officer (or authorised person in other public sector partners) for each partner to the bid.

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| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

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