

# POLICE INNOVATION FUND 2016/17

## SAMPLE BID FORM

### 1. Basic information

1. Title of proposal (no more than 10 words):

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2. Please give a brief description of your proposal. This summary will be published alongside the title of your proposal once funding decisions have been made and announced. (No more than 30 words).

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3. Your contact details. Providing your personal information and contact details is voluntary. If you do provide this personal information: •It will only be used to contact you •It will be stored on a secure Government IT system •It will be kept in accordance with the Data Protection Act •It may be shared with external partners, for example, the Centre for Applied Science and Technology, Police ICT Company, and College of Policing.

1	Name
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2	Job Title:
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3	Phone number:
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4	Email:
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4. CFO / Treasurer / Primary finance contact details: (The person responsible for financial stewardship of the award should it be made.) Providing the personal information and contact details of the CFO / Treasurer / Primary finance contact is voluntary, and you must have first sought their permission to provide this. If you do provide this personal information: •It will only be used to contact them for further information on this bid •It will be stored on a secure Government IT system •It will be kept in accordance with the Data Protection Act •It may be shared with external partners, for example, the Centre for Applied Science and Technology, Police ICT Company, and College of Policing.

1	Name
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2	Job Title:
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3	Phone number:
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4	Email:
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**5. Project manager / Operational lead contact details: (If different from the person completing this form). Providing the personal information and contact details of the project manager / operational lead is voluntary, and you must have first sought their permission to provide this. If you do provide this personal information: •It will only be used to contact them for further information on this bid •It will be stored on a secure Government IT system •It will be kept in accordance with the Data Protection Act •It may be shared with external partners, for example, the Centre for Applied Science and Technology, Police ICT Company, and College of Policing.**

1	Name
2	Job Title:
3	Phone number:
4	Email:

**6. Please select the lead force from the list below.**

**Forces listed on the online form.**

**7. Please select which other forces you are collaborating with from the list below. These are the forces that have an active role in the delivery and take up of the bid. Please select all that apply.**

**Forces listed on the online form.**

**8. Please list those bodies you are collaborating with to deliver your proposal if your bid is successful. Briefly describe the role of all other local authorities, blue light services, universities, charities or private sector organisations etc you will be partnering with. (No more than 300 words).**

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**9. Please list those bodies you will be working with following implementation - when it is in service. Briefly describe the role of all other local authorities, blue light services, universities, charities or private sector organisations etc you will be partnering with. (No more than 300 words).**

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**10. Did you submit an Expression of Interest?**

1	Yes
2	No

## 2. About the proposal

**11. Is this application for a Proof-of-Concept or an Implementation-Ready proposal? An implementation-ready bid seeks funding to bring a capability into service shortly after approval. The bid should clearly articulate the requirement and solution, demonstrate a good understanding of risks and can justify the capability before committing costs to deliver it. The efficiencies are clear and well supported by evidence, and costings are based on robust estimates. A proof-of-concept bid seeks funding to undertake an assessment of options which can deliver a capability requirement. This includes an assessment of the risks and benefits of each option. If successful, these bids will seek to prove the concept, not to also bring it into service. Bids seeking to bring a capability into service would be defined as implementation-ready. Proof-of-concept bids seek funding to develop a partially formed idea into a fully formed idea. The assessment criteria therefore recognise that the bid for funding will be based on less mature data than implementation-ready, particularly on costs and benefits. However, proof-of-concept bids will be expected to have set out the rough order potential costs and benefits of implementation. Question 19 requires you to set up rough order estimates of implementation costs as well as your proof-of-concept delivery costs in question 18. The bid must also demonstrate that the proof-of-concept phase itself can be achieved.**

1	Proof-of-concept
2	Implementation-ready

**12. How many years of funding are you seeking?**

1	1 year
2	2 years

**13. Please describe the requirement for your proposal. What is the issue you are seeking to address, or the opportunity you are seeking to exploit? How do you know this – what evidence or insights do you have about the requirement? (No more than 300 words).**

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**14. Please provide a summary of your proposal, its benefits, and how it links to strategic objectives. What is your proposed solution? Why do you think it will be successful? What are the key objectives of the proposal? What outcomes will it achieve for the public and/or policing? How do you think the proposal will be delivered and in what time frame? For Proof-of-Concept bids, set out the options you wish to assess including how you will identify and assess the risks and benefits of each option. How will you assess success of the Proof-of-Concept? What measures will you use to do so? If proved what outcomes will it achieve for the public and/or policing? How do you think the proposal will be delivered and in what time frame? No more than 600 words.**

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**15. Please select the most applicable area of focus for your bid.**

**Implementation-ready bids must address one of these areas of focus. Proof-of-concept bids can address one of these areas of focus, or any other area of policing. If 'other', please describe.**

1	Technology-enabled public contact and communications channels to improve public interaction
2	Enhanced workforce efficiency to improve criminal justice outcomes
3	Digital forensic and investigative capabilities to quickly identify offenders
4	Data analytics and intelligence-led activity to improve decision-making and tasking to enable crime prevention
5	Re-thinking partnership and emergency services working to provide a better public service
6	Building capabilities to tackle hidden crime and protect vulnerable people
7	Other (please specify):

**16. Have you previously applied for funding from the Police Innovation Fund for this proposal or a related one?**

1	Yes
2	No

**17. If yes, please specify: Scoring from previous bids will not be considered but you should specify how the bid has changed from the original proposal. Please also provide the bid reference number [2015-000]. (No more than 200 words).**

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### 3. Financial details

18. For both proof-of-concept and implementation-ready bids please provide the total costs to deliver the proposal.

This should cover all projected expenditure on the project regardless of funding source, and be profiled against Financial Years.

For a Proof-of-Concept, these are the costs to prove the concept, not to bring it into service. Estimated implementation costs for post-proof-of-concept should be recorded in Q19. If there are no proof-of-concept costs beyond a specific financial year, leave those cells blank. For implementation-ready proposals, if there are no implementation costs beyond a specific financial year, please leave those cells blank. Please give your answer in full figures – response format 000,000:

	2016 / 17	2017 / 18	2018 / 19	2019 / 20	2020 / 21	
Capital						
Resource						
Total						

#### 19. FOR PROOF-OF-CONCEPT BIDS ONLY

For proof-of-concept bids please provide estimated total costs to implement the proposal once the concept has been proved. This information is required to give a complete picture of the estimated total cost, including roll out, of a successful proof-of-concept that goes on to be implemented. Further explanation can be set out in question 24. At this stage, these costs will likely be rough order magnitude and you may not necessarily have budgeted provision.

	2016 / 17	2017 / 18	2018 / 19	2019 / 20	2020 / 21	2021 / 22	
Estimated Total							

20. For both bid types please provide a profile of expected savings derived from the proposal.

Further explanation can be set out in question 24.

For proof-of-concept bids these will be an estimate based on best available data if the proof-of-concept goes on to be implemented. For Implementation-Ready bids, expected savings should be based on robust estimates. Please give your answer in full figures - response format: 000,000. If your proposal is a very early stage innovation and you cannot state even rough order magnitude figures with any certainty, you should leave this section blank and provide an explanation of anticipated savings in question 24.

	2016 / 17	2017 / 18	2018 / 19	2019 / 20	2020 / 21	2021 / 22	
Cashable							
Efficiency							
Total							

#### 4. Capital Lines of Expenditure

21. Please provide all capital lines of expenditure for your proposal. These capital costs should include total capital costs that will be funded through Police Innovation Fund and PCC funding. If a line of expenditure is a mix of capital and resource, the capital line should be included in the table below and the resource line should be included in response to question 22 on resource lines of expenditure. We only require lines of expenditure for those years for which you are seeking PIF funding, even if your project will continue beyond this period. Police Innovation Fund awards are for a maximum of two years at a time.

As an example, a capital line of expenditure could be: major equipment; buildings...etc.

Capital line of expenditure	2016 / 17	2017 / 18		
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total capital				

#### 5. Resource Lines of Expenditure

22. Please provide all resource lines of expenditure for your proposal. These resource costs should include total resource costs that will be funded through Police Innovation Fund and PCC funding. If a line of expenditure is a mix of capital and resource, the capital line should be included in the response to question 21 on capital lines of expenditure and the resource line should be included in the table below. We only require lines of expenditure for those years for which you are seeking PIF funding, even if your project will continue beyond this period. Police Innovation Fund awards are for a maximum of two years at a time.

As an example, a resource line of expenditure could be: Systems maintenance/support costs, or project evaluation costs.

Resource lines of expenditure	2016 / 17	2017 / 18		
1				
2				
3				
4				
5				

**POLICE INNOVATION FUND 2016/17 – SAMPLE BID FORM**

**22. Please provide all resource lines of expenditure for your proposal. These resource costs should include total resource costs that will be funded through Police Innovation Fund and PCC funding. If a line of expenditure is a mix of capital and resource, the capital line should be included in the response to question 21 on capital lines of expenditure and the resource line should be included in the table below. We only require lines of expenditure for those years for which you are seeking PIF funding, even if your project will continue beyond this period. Police Innovation Fund awards are for a maximum of two years at a time. As an example, a resource line of expenditure could be: Systems maintenance/support costs, or project evaluation costs.**

<b>Resource lines of expenditure</b>	<b>2016 / 17</b>	<b>2017 / 18</b>		
6				
7				
8				
9				
10				
Total resource				

**6. Total costs**

**23. What are the total costs for the proposal (including PIF funding) and separately the Police Innovation Fund funding you are seeking for 2016/17 and 2017/18? The figures provided below should match the total capital and resource costs provided in response to Questions 21 and 22.**

	<b>2016 / 17</b>	<b>2017 / 18</b>	
Capital – Total costs (including PIF funding)			
Capital – Police Innovation Fund funding sought			
Resource – Total costs (including PIF funding)			
Resource – Police Innovation Fund funding sought			
Total costs by year			
Total Police Innovation Fund funding sought by year			
Percentage of total costs funded by PCC(s) and/or local partners			

**24. Please provide any comments on costs and/or savings, including confidence in the figures and how this confidence has been derived. Also, provide further explanation on relative contributions from collaborating forces, in the box below:**

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## 7. Use of Technology

25. Does your proposal make use of technology to deliver the desired outcomes?

1 Yes

2 No

26. If you answered 'yes' to question 25, please answer this question. How have you assured yourselves that the proposal is technically deliverable within the costs and timeframes set out? How have you determined that the proposed technical solution or product you have selected reflects the latest capabilities that the market can offer? How will the proposed technology best enable the necessary business change to sustain your proposed solution? Can the proposed technology enabled solution be reused by other forces for the same or different purposes? How have you assured yourselves that the proposed technology enabled solution is based on open standards and works with multiple operating systems? (No more than 300 words).

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27. If you answered 'no' to question 25, please answer this question:

If your proposal does not make use of technology, did you consider how technology could be used? Why was the use of technology discounted? (No more than 300 words).

1

## 8. Legal and Commercial Assurance

28. Confirm the legal and commercial arrangements. What assurances have you sought to demonstrate that your proposal is legally and commercially sound? No more than 300 words.

1



## 9. How the proposal meets the Police Innovation Fund criteria

*“The fund seeks to incentivise collaboration, support improved police ICT and digital working and enable PCCs to invest in innovative approaches to improve policing and deliver further efficiency in the future, so that we can: transform policing, prevent crime and protect vulnerable people. To do this, we are looking for bids that improve outcomes for the public through innovation; enhance collaboration and will have an impact at a bigger scale; deliver efficiencies; will be delivered and sustained; and have PCC/partner co-investment. The information we require will vary depending on whether your proposal is for a proof-of-concept or implementation-ready bid. Therefore please ensure you read the questions and requirements very carefully and refer to the published criteria.”*

## 10. Improve outcomes for the public through innovation

**29. Please describe how your proposal will improve outcomes for the public.**  
**Implementation-Ready:** Please describe how your proposal is innovative. Please give a clear description of the type and extent of change that will happen for the public and the service they can expect to receive. How your proposal contributes to the evidence base on what works in policing. How your proposal will contribute to efficiency, freeing up police time, improved digital working and/or improved outcomes for the public. What are the key metrics or performance indicators to measure the improved outcomes? Where the proposal has previously been tested please provide evidence that it works and a compelling case as to why it will have an impact in the context of the new plans.

**Proof-of-Concept:** Based on the best available data what is the evidence that the proposed activity is new, innovative, and if implemented, could contribute to the evidence base on what works in policing? Based on best available data what is the evidence that the proposed activity if proved, could contribute to efficiency, freeing up police time, and/or make a substantial and lasting improvement to outcomes for the public? Please describe how your proposal is truly innovative, has not been implemented previously, and has the potential to make fundamental changes to outcomes? No more than 400 words.

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## 11. Enhances collaboration and will have an impact at a bigger scale

**30. Please describe how your proposal will impact beyond your own force.**  
**Implementation-Ready:** Please show evidence of collaboration with other forces, emergency services, CJS agencies, wider local government, other government bodies and/or third sector organisations and how sustainable collaboration will be delivered and the innovation will be adopted. How do you know the proposed activity is applicable in other forces? Please provide details of any commitments you already have from partner organisations.

**Proof-of-Concept:** What is the evidence that the proposed activity could, if implemented, enhance sustainable, bigger scale collaboration with other forces, emergency services, CJS agencies, wider local government, other government bodies and/or third sector organisations? How do you know the proposed activity is likely to be applicable in other force areas? No more than 400 words.

1

## 12. Delivers efficiencies

**31. Please describe how your proposal will deliver efficiencies.**  
**Implementation-Ready:** Please provide information about how the "Financial details" section has been compiled and why you have confidence in the estimates. In particular set out when you expect the total investment to be recouped and the planning assumptions to achieve this.  
**Proof-of-Concept:** At this stage understanding of potential efficiencies should be based on the best available data. What are the indicative benefits of the proposal should it later go on to be implemented, and what is the level of confidence that these benefits will be achieved? What are the indicative implementation costs, and when would you expect the total investment (proof-of-concept and implementation) to be recouped? A successful proof-of-concept bid does not guarantee that it will be successful in securing award in a future police innovation fund for implementation funding. No more than 400 words.

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## 13. Will be delivered and sustained

**32. Please describe how you will ensure your proposal will have a positive long-term impact on policing.**  
**Implementation-Ready:** Please describe how your proposal can be delivered. Please provide details of the governance framework that will be put in place to deliver the project. Please provide details of all proposed funding sources. What is the exit point beyond which Police Innovation Fund money will no longer be required?  
**Proof-of-Concept:** Please describe the approach to be taken to assess and prove the concept. How will you narrow down any options to decide on a preferred option that best delivers the capability? Please provide details of the governance framework that will be put in place to deliver the project. Please provide details of all proposed funding sources. What is the exit point beyond which Police Innovation Fund money will no longer be required? No more than 400 words.

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**33. Please provide details of how your proposal will be evaluated, and by whom? No more than 300 words.**

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## 14. Risks and Mitigations

**34. Please list the top three risks and the actions you will take to mitigate them. No more than 200 words.**

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## 15. Other information

**35. Is your organisation applying for or receiving any other funding for this proposal? (Excluding PCC funding)**

1 Yes

2 No

**36. Please provide any other information in the box below to support the case for your proposal. No more than 150 words.**

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## 16. Declaration

**37. Please confirm that this bid has been signed off by the Police and Crime Commissioner for the lead force area and (if applicable) for all other forces named as partners for this proposal.**

1 Yes

2 No

**38. Please confirm that this bid has been signed off by the Chief Constable for the lead force area and (if applicable) for all other forces named as partners for this proposal.**

1 Yes

2 No

**39. Please confirm that this bid has been signed off by the OPCC Chief Finance Officer for the lead force area and (if applicable) for all other forces named as partners for this proposal.**

1 Yes

2 No

**40. Where this bid involves collaboration with other public sector or third sector organisations, please also confirm sign-off by the relevant responsible party(ies).**

1 Yes

2 No

3 Not applicable