

**Digital Connectivity Infrastructure Accelerator**

**Application Form**

1. How to Submit

This application form should be completed in accordance with the guidance provided in the Digital Connectivity Infrastructure Accelerator Competition Guidance document and supporting material.

Once completed, this document should be submitted in Microsoft Word format (contact dcia-info@dcms.gov.uk if this format will cause difficulties, please include ‘DCIA’ at the beginning of the subject line).

**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 of 2 years of the latest accounts for each partner

2. Summary Information

**Application Information (not scored)**

| **Pilot Name** |  |
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| **Pilot Lead Organisation** |  |
| **Pilot Lead Contact Name** |  |
| **Pilot Lead Contact Email** |  |

| **DCMS may publish project partner list (organisation names only)** | ☐ |
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3. Evaluated Questions

| **Section**  | **Weighting**  | **Ideal response** |
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|  A. Pilot description and objectives  | 25% | Please provide a clear description of your approach to meet the pilot objectives. The description should outline the nature of assets which plan to be mapped and why; detail the expertise available to deliver this and summarise the expected benefits of the pilot’s outcomes. The description should also outline pilot partners and their roles, along with key members and responsibilities. |
| B. Digital Asset Management Platform Provision | 20% | Please provide a clear description of your approach to providing a suitable digital mapping platform solution, and how it meets the technical specifications. This will include details of the proposed Platform, capabilities and additional relevant information. |
| C. Outcomes | 15%  | Provide a clear description of project outcomes and a reasoned and credible comparison of the benefits and costs of the project. Outline how your successful pilot will inform DCMS to support deployment of viable Digital Asset Management Platform solutions at national scale sustained without further government funding as well as the additional Social Value your project will create. |
| D. Project delivery  | 20%  | Evidence that the project plan and work package 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.  |
| E. Financial  | 20% | A clear overview and explanation of the costs of the programme and confidence that financial management and control of the project will deliver good value for money.  |

In evaluating your responses we value brevity and the maximum word limit is fixed, 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. Content beyond the word limits will not be provided to assessors.

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 Pilot description and objectives (25%)**

Please provide a clear description of your approach to meet the pilot objectives. The description should outline the nature of assets which plan to be mapped and why, detail the expertise available to deliver this and summarise the expected benefits of the pilot’s outcomes. The description should also outline the consortia and their roles, along with key members and responsibilities.

A good response to this section will provide a clear and compelling description and understanding of the nature, scale and value of the proposed pilot, and why the proposed partners are best placed to deliver it. The priority is to demonstrate how you will meet the desired pilot objectives however, if there are additional relevant outcomes please outline them in the following **three questions**.

| **1. Describe how you will deliver against the competitions's strategic aims and objectives, highlighting the region specific challenges you plan to address. - 10% - 750 words (Triage Question)*** Describe your main motivation for the pilot and why you are appropriate to deliver on the challenges the pilot will address.
* Provide any relevant context which demonstrates you are well suited to deliver the pilot objectives. This includes outlining any relevant experience (for example demonstrating knowledge of demand or experience of issues in making publicly available assets available to operators in the region)
* State, in simple terms, what you will deliver in your project
* Explain how this pilot will deliver a positive difference to your region.
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| **2. Describe the partners as part of your proposal and the roles within the pilot? - 5% - 450 words (Triage Question)*** Partners are described in the eligibility criteria in the Competition Guidance document. Additional partners are considered subcontractors. There must be a lead authority that demonstrates that it can act as the accountable body, has the capability, and is able to manage grant finances and the delivery of the project across the consortium with clear project governance and leadership.
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| **3. Describe the capability and resources the proposal has to successfully deliver pilot outcomes; 10% - 750 words (Triage Question)*** Include details of assets, technical and market expertise in the field of telecommunication infrastructure such as:
	+ Details of the available assets owned by Local Authorities including the number and nature of these assets, details of current mapping of existing assets and what data is currently held on such assets.
	+ Demonstrating capability and resources in asset data discovery and management that is sufficient to deliver pilot outcomes
	+ Providing evidence of telecommunications industry partnership, specifically a committed participation of a Mobile Network Operator or an equivalent company representing asset demand end-users in the proposal.
	+ Suitable levels of technical and market expertise in the field of telecommunication infrastructure, either already available in-house or sourced in from private sector companies such as telecommunication industry consultancies.
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**B. Digital Asset Management Platform (20%)**

Please provide a clear description of your approach to providing a suitable digital asset management platform solution which meets the objectives of the competition. This will include details of the proposed Platform, capabilities and additional relevant information.

Availability of a Digital Asset Management Platform solution (sometimes also referred to as an Asset Register, Asset Map, or Asset Marketplace) to be utilised for the duration of the pilot, which adheres to technical specifications co-developed by DCMS and key stakeholders, at a TRL level viable to deliver pilot outcomes. The platform can be provided by an external solution provider as a member of a consortium, or developed ‘in-house’ by authorities within the consortium. This will be addressed in the following **one question**.

| 1. **Describe, in technical terms, details of the ‘Digital Asset Management Platform’’ that will be used as part of the project and how it will meet requirements as set out in technical specification co-developed by DCMS and all end-user stakeholders - 20% - 750 words**

* How will the platform meet the needs of stakeholders, which may reference the level of conformance with the Recommended Functional Requirements for a Solution
* Detail the application and data architectures and the proposed User Interface designs or wireframes (please add any additional relevant information in an appendix)
* Outline details of application programming interfaces (API) and other data import/export mechanisms. (please add any additional relevant information in an appendix)
* Who will own the Intellectual Property Rights for the Platform, i.e., will the development partner have sole ownership of the source code?
* Who is responsible for the management and maintenance of the deployed Platform?
* Who will own the data uploaded into the Platform?
* Who will be responsible for compliance issues, such as GDPR requests, DPIAs, etc.?
* How will users be trained to use the platform and who will be responsible for this?
* In the event that the Supplier is not hosting the Platform, has a reasonable estimate been provided of the technical requirements for the Platform Owner or a third party to host the platform?
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**C Outcomes, benefits and measurability (15%)**

Throughout the life cycle of the pilot you will be asked to report on the measurable benefits and outcomes (as outlined in section 4). In addition you will be expected to report on lessons learned as well supporting knowledge dissemination. Please provide your approach to these outcomes.

It should address the following **two questions**:

| **1. Please describe what benefits and outcomes participation in this pilot would bring to your region, how this will be reflected in the core test cases that you will deliver as outlined in section 2.2.5 of the “Digital Connectivity Infrastructure Accelerator Pilot: Application Guidance”, and whether you propose to conduct additional test cases specific to your local context . - 10% - 400 words** |
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| **2. Please outline your approach to measuring the benefits and outcomes as you have described them in the previous question above. - 5% - 300 words** |
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**D Project Delivery (15%)**

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

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

| **1. Provide a project plan: - 10% - 1000 word limit*** Describe how the pilot will be delivered. Specifically your plan to execute test cases as outlined section 2.2.5 in the “Digital Connectivity Infrastructure Accelerator Pilot: Application Guidance” )
* Outline key activities, including purpose and objectives of these activities.
* Describe your mobilisation plan (from grant agreement to starting delivery).
* Highlight key decision points.
* Identify milestones, including grant payment milestones.
* Gantt Chart (required) and other supporting materials can be provided as an annex.
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| **2. How will the pilot be governed and decisions be made? - 5% - 600 word limit*** Describe your proposed project management processes and governance structures
* Identify the participant(s) who will be responsible for the management and operation of the pilot and why they have the right skills and capabilities to deliver this.
* Describe how your consortium will deliver this pilot. How will the organisations achieve more working together than if they were working individually?
* Explain why the project lead is best placed to undertake this role.
* Describe which legal entities will own any pilot management outputs which are paid for by grant funding.
* Describe the details of any external parties, including sub-contractors, who you will need to work with to successfully carry out the pilot.
* Outline who will be responsible for compliance issues, such as GDPR requests, DPIAs, etc.
* Outline details of any collaboration agreements or Memorandum of Understanding (MOU) between partners.
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| **3. Describe the most significant risks to the successful delivery of the pilot and how they will be managed (5%) - 600 word limit*** Identify the main risks and uncertainties of the pilot and provide a risk analysis for the pilot content and approach, with a ranking of the risks and mitigations. Include any cost, timing, technical, commercial, managerial and environmental risks as well as other uncertainties (for example ethical issues, device/service availability issues) associated with the project.
* Identify any internal and external dependencies, support or engagement that is required. Indicate what is agreed at the time of submission, and what is still to be agreed, for example any legal agreements or consents that need to be put in place to enable the works to be undertaken.
* Identify any risks associated with the ongoing operation of the Mapping Platform beyond the Pilot Project
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**E Financial (15%)**

Please 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 **two questions.**

| **1. Identify the major cost components and explain how these represent value for money - 10% - 600 word limit*** Provide a narrative description summarising what each pilot participant will be delivering and the costs associated.
* Describe the contributions in kind from each pilot participant (more detail in eligible project costs guidance).
* Provide a cost breakdown of forecast expenditure on the project. Explain how the costs have been calculated.
* Describe any subcontractor costs and why they are critical to the pilot.
* Provide an appendix separately identifying the following:
	+ The estimated project cost for each work package. Make clear the level of contribution from each project participant and the level of funding involved.
	+ The spend profile by month, linking it to milestones and deliverables as needed. This should be fully consistent with the dates you have specified in the project plan.
	+ Specific to the Platform, what is the breakdown (or at least reasonable estimation) of ongoing operating costs, including hosting charges, additional development rates and technical support?
	+ In the event that the platform provider is not hosting the Platform, provide a reasonable estimate of the technical requirements for a third party to host the platform?
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| **2. Explain how you will ensure value for money through your sourcing approach - 10% - 400 word limit*** Explain your sourcing approach for the requirements (as outlined in 2.3 Funding section of the “Digital Connectivity Infrastructure Accelerator Pilot: Application Guidance” (ie: a Digital Asset Management Platform solution, sufficient level of asset data discovery etc)
* Confirm that the grant amount requested includes any irrecoverable VAT, all fees and charges, and appropriate allowance has been made for any price inflation during the pilot period.
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Note: As part of assessment of Section E, Assessors need to be confident the pilot is good value and 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.
* Any investment from Regional and Local Authorities as part of the proposal.

4. Supplementary Information

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

**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 |   |  |   |  |   |   |   |   |   |
| [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) |
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| **2** | Please confirm that your consortium has reviewed and understands the Subsidy Control principles 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** | I confirm that the project has obtained a legal opinion and this bid would constitute allowable subsidy under the regime you intend to use. [Please note successful applicants will be required to submit their written legal advice to DCMS on request] | *[Please state: ‘Yes’ or ‘No’, If No, when would this be expected to occur?]* |
| **4** | 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?]* |
| **5** | Can you confirm that your bid conforms to the DCMS High Risk Vendor (HRV) policy outlined in guidance. | *[Please state: ‘Yes’ or ‘No’]* |
| **6** | Please state the regulatory clearances or licenses you require to carry out your project. To what extent have these been secured?  | *[Please provide details of regulatory clearances and licenses]* |
| **7** | Please provide the addresses of the key locations in the project, including where the feasibility study and pilot will take place? |

| **Location & address** |
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| *[Insert location name and address including postcode]* |
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| **8** | 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’]* |
| **9** | 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? We expect projects to sign within 6 weeks of notification of successful bid. | *[Enter ‘Confirmed’]* |
| **10** | Please confirm whether partners have provided a letter of support or commitment to the project?Please submit a copy of the letter(s) as a PDF(s). | *[Enter ‘Confirmed’ and partner name]* |

**12 Other required attachments**

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