UK Telecoms Innovation Network: Application form

1. How to submit

You must submit your documents to the following email address: **uktin@dcms.gov.uk**

You will receive an email acknowledgement of your registration.

Applications for submission must be submitted by **midday, Friday May 20th, 2020**.

We strongly advise submitting well in advance of the deadline (i.e. days before) as there is

always a risk that IT issues prevent you submitting promptly (e.g. issues sending large files).

The Consortium Lead Partner must submit the following **mandatory documents**:

1. This **Application form**, with all questions answered, within the word count, plus any allowed appendices. **Please note that applicants will be asked to respond to all questions twice, based on your maximum £5m and maximum £10m delivery plans. See the Full Guidance for Applicants for further details.** You **must** also complete the **Supplementary Information** section, including:
	1. **Two** **Finance Summary** tables, and
	2. the **Confirmation of Grant Agreement Terms** table.
2. **Two Finance Forms** (for each partner, including the lead partner) covering all proposed costs for both £5m and £10m plans - these should cover the full grant term. These documents are used to understand how you have estimated your costs - see **Eligible Costs Guidance** for further guidance.
3. **Two Years of latest accounts** (in .pdf format) for each Consortium Partner and the Consortium Lead Organisation.
4. **Two** initial **Delivery Plans** for UKTIN, for two spending levels, one at a maximum of £5m and one at a maximum of £10m.
5. **Two Resourcing Plans**, as per the requirement in section E of the application form.
6. **A draft Collaboration Plan**, for how you will support DCMS-funded projects to collaborate between themselves.

2. Summary information

**Application information (not scored)**

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| **Consortium Name** |  |
| **Consortium Lead Organisation** |  |
| **Consortium Lead Contact Name** |  |
| **Consortium Lead Contact Email** |  |

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| **DCMS may publish consortium partner list (organisation names only)** | ☐ |

3. Evaluated questions

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| **Section**  | **Weighting**  |
| A. Vision and Strategic Approach  | 20% |
| B. Consortium Suitability and Management | 15% |
| C. Activities, Outcomes, Outputs and Benefits | 27.5%  |
| D. Delivery  | 17.5%  |
| E. Financial and Commercial | 10% |
| F. Social Value | 10% |

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.

**Please be aware that as per the competition guidance, all questions require two responses, one to reflect your proposal up to a maximum of £5m DCMS grant, and one to reflect £10m DCMS grant.** For a small number of the questions, your responses may be the same. If that is the case then simply indicate so in the relevant response box.

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

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# Section A. Vision and strategic approach (20%)

This​ ​section​ ​is​ ​for​ ​applicants​ ​to​ ​demonstrate​ suitable ​ambition​ ​and​ ​credibility​ ​for​ ​how​ ​UKTIN​ ​will​ ​provide leadership, direction and momentum to be​ ​effective.​ ​You​ ​should​ ​describe​ ​what​ ​you​ ​expect​ ​to​ ​achieve​ ​by​ ​the​ ​end of​ ​2024/25,​ ​and​ ​the​ ​potential​ ​for​ ​how​ ​the​ innovation​ ​network​ ​could​ ​continue​ ​to develop​ ​beyond​ ​that.

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| **A1: What is your vision for the UK Telecoms Innovation Network?****10% - maximum 900 words for each response.** |
| £5m Response: |
| £10m Response: |
| **A2: Describe your approach to achieving UKTIN’s objectives, including ​how​ ​the​ ​Network​ ​will​ ​be​ ​able​ ​to​ ​work​ ​independently​ ​of Government​ ​to​ ​stimulate​ ​the​ ​telecoms​ ​ecosystem. This should also include an outline of your vision for the types of representatives you would expect to appoint to an advisory steering group for UKTIN and potential working groups****5% - maximum 500 words for each response** |
| £5m Response: |
| £10m Response: |
| **A3: Describe your approach to how the network will be financially sustainable beyond the grant funding period; including the activities that will be undertaken to ensure sustainability and how they will be funded.****5% - maximum 500 words for each response.** |
| £5m Response: |
| £10m Response: |

# B. Consortium suitability and management (15%)

This section is for applicants to demonstrate a clear overview of the consortium partner organisations, their level of skills and experience in delivering a requirement such as this, management and governance, and the roles of specified key personnel.

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| **B1: Describe the roles and responsibilities of the organisations taking part in your proposal; and outline the resourcing, management and governance arrangements for delivery of UKTIN by the consortium****6% - maximum 500 words for each response.** |
| £5m Response: |
| £10m Response: |
| **B2: Describe the type and level of experience of each partner in delivering related work to their proposed outputs and activities.****5% - maximum 500 words for each response** |
| £5m Response: |
| £10m Response: |
| **B3: Identify key personnel for your consortium and their main responsibilities; describe their relevant skills and experience.****4% - maximum 500 words for each response** |
| £5m Response: |
| £10m Response: |

# Section C. UKTIN Activities, Outputs and Outcomes (27.5%)

This section is for applicants to describe what specific activities you are proposing to undertake to deliver the outputs and outcomes, as set out in Section 3.1 above.

DCMS would expect these to be appropriately ambitious.

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| **C1: Explain what activities you will undertake to fulfil the outcomes and the outputs as set out in Section 3.1 of the Full Guidance for Applicants, including:*** **Core activities, which should include the minimum viable set of activities to meet the outcomes.**
* **Extended activities, which should include potential additional activities to achieve greater levels against UKTIN’s objectives and outcomes.**

**10% - maximum 1000 words for each response** |
| £5m Response: |
| £10m Response: |
| **C2: Provide an indicative overview of your communications and stakeholder engagement plans covering the full telecoms ecosystem which should link in to key activities you are proposing to undertake.****6% - maximum 500 words for each response** |
| £5m Response: |
| £10m Response: |
| **C3: Describe your proposed approach to onboarding activities and relevant data/information from UK5G. (Please see section 3.2 of the Full Guidance for Applicants). This should include how you will ensure continuity of ‘presence’ with existing UK5G network members during a handover period and in following months to avoid a disruption to existing ecosystem building.****4% - maximum 500 words for each response** |
| £5m Response: |
| £10m Response: |
| **C4: Outline the key benefits you will achieve; and your approach to measuring and monitoring these.** * **Outline in simple terms the key benefits expected from your activities. Be specific about the impact of these benefits and how they will align with expected outcomes in section 3.1.3.**
* **Provide information on how your deliverables will result in these anticipated benefits and outcomes.**
* **Provide clarity on the mechanisms used to track the impact of changes and how they lead to benefits.**
* **Provide indication of metrics, including baselines, targets and how you will monitor progress of these.**

**7.5% - maximum 900 words for each response** |
| £5m Response: |
| £10m Response: |

# Section D. Delivery plan (17.5%)

This section is for applicants to provide confidence in how they will commence initial activities including the on-boarding of UK5G activities, and to demonstrate that they have credible plans for delivery. Detail the process you will undergo to set up the organisation including what is required and in what timescales. Set out a clear plan for the resource need and allocation for delivery.

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

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| **D1: Describe two initial delivery plans for UKTIN: one for up to a maximum of £5m DCMS grant and one for up to a maximum of £10m.** **Provide a supporting, ‘start to finish’ Gantt chart appendix for each. Format: document, spreadsheet or .pdf. Must be easily accessible and all content readable.****For each plan, please outline the following:** * **Phases of work. Target timing.**
* **Key milestones. Including milestones for completion to claim DCMS grant funding, setting up UKTIN and development review points (see Section 6.2). Target timing.**
* **The main activities to be undertaken and deliverables completed to achieve the milestones**
* **Dependencies.**

**12.5% - maximum 1000 words for each response (excluding appendix)** |
| £5m Response: |
| £10m Response: |
| **D2: Describe the most significant risks, uncertainties and dependencies to the successful delivery of UKTIN and how each will be managed.** * **Identify the main risks and uncertainties for delivering UKTIN and your mitigations.**
* **Identify the key external (third party) dependencies, support or engagement required to successfully deliver. (Examples: suppliers, sub-contractors, stakeholders whose participation is needed; any legal/regulatory requirements, agreements or consents). Indicate what is agreed at the time of your application, what has yet to be agreed and how this will be managed.**

**5% - maximum 500 words for each response** |
| £5m Response: |
| £10m Response: |

# Section E. Financial and commercial (10%)

This section is for applicants to give: a clear overview and explanation of the costs of delivery that can be related to the proposed delivery plan; and confidence that financial management and control of the consortium will deliver good value for money.

The detail of the responses should be clearly linked to activities described under your responses to sections B (consortium) and C (activities, outputs, outcomes) and to the delivery plan and milestones described under your response to section D.

As with section D, for planning purposes, assume that DCMS grant funding could start 10 weeks after DCMS notification of success. (Subject to timely, satisfactory completion of set up requirements and DCMS due diligence). DCMS funding must end by 31 March 2025 at the latest.

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| **E1: Identify the major cost components and explain how these represent value for money. This will need to be completed twice, one for the £5m plan and again for the £10m plan:*** **Provide a narrative description summarising what each consortium participant will be delivering (linked to your response to section B) and the costs associated.**
* **Describe any contributions in kind from each consortium participant.**
* **Provide a cost breakdown of forecast expenditure for the consortium, with more detailed costs for year 1 and outline costs for each of years 2 and 3. Explain how the costs have been calculated.**
* **Confirm that all grant funding claims do not extend beyond 31 March 2025.**
* **Provide an appendix separately identifying the following:**
	+ **Two Resource Plans, one for each of your £5m and £10m Delivery Plans, that consolidate the information to show the full labour requirement for the consortium. Use this to explain the level of resourcing required and indicate where roles are filled using known individuals or where recruitment is required. Format: document, spreadsheet or .pdf. Must be easily accessible and all content readable. Please include:**
		- **Role Salary (1 FTE) (£)**
		- **Deliverables (linked to the delivery plan)**
		- **FTE for each year of UKTIN**
		- **Set up and operation period**
		- **Total FTE**
	+ **The estimated cost for each milestone described in your responses to Section C. Make clear the level of any contribution from each consortium participant and the level of grant funding requested from DCMS.**
	+ **The spend profile by month for year 1, and by quarter for years 2 and 3, linking the profile to milestones and deliverables as needed. This should be fully consistent with the dates you have specified in the delivery plan in your response to section D.**

**5% - maximum 800 words for each response** |
| £5m Response: |
| £10m Response: |
| **E2: Explain how you will ensure value for money through your delivery and sourcing approach:*** **Explain your sourcing approach.**
* **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 grant period.**
* **Note: As part of assessment of Sections C and D, Assessors need to be confident the proposal 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**
	+ **Whether there is an appropriate level of contributions from public sector organisations who are consortium partners**

 **5% - maximum 200 words for each response** |
| £5m Response: |
| £10m Response: |

**F. Social Value (10%)**

**Tackling Economic Inequality.** DCMS would like this funding to support growth, employment and training in the area of telecommunications, this answer will be evaluated in relation to the following Policy Outcomes:

* Creating opportunities for entrepreneurship and helping new organisations to grow, supporting economic growth and business creation.
* Creating employment and training opportunities particularly for those who face barriers to employment, those from underrepresented groups and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors.
* Supporting educational attainment relevant to the grant, including training schemes that address skills gaps and result in recognised qualifications.

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| **F1: Using a maximum of 750 words describe the commitment your organisation will make to ensure that opportunities under the grant deliver the above outcomes. (10% - two responses, maximum 750 words for each response):****Please include:** * **Your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria, and**
* **A timed delivery plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You must be clear about the relationship between what you are delivering and how it will impact the outcomes above. You should include but not be limited to:**
	+ **timed action plan**
	+ **use of metrics**
	+ **tools/processes used to gather data**
	+ **reporting**
	+ **feedback and improvement**
	+ **transparency**
* **How you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcomes, e.g. engagement, co-design/creation, training and education, partnering/collaborating, volunteering.**
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| £5m Response: |
| £10m Response: |

4. Supplementary information

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

**1 Finance summary for proposal up to £5m**

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 consortium, please enter their contributions in the *non-partner contributions* rows and populate.

**2 Finance summary for proposal up to £10m**

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 consortium, please enter their contributions in the *non-partner contributions* rows and populate.

**3 Confirmation of Grant Agreement Terms**

|  |  |  |
| --- | --- | --- |
| **Ref**  | **Question/Request** | **Applicant Response** |
| 1 | Please complete the finance summary table for both the £5m and £10m delivery plans. | Complete the table in the Application Form |
| 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, and that you will take independent legal advice and share that advice with DCMs upon request. | Please state: ‘Yes’ or ‘No’ and which regime you intend to use  |
| 3 | I confirm that the consortium has obtained a legal opinion and this application complies with the no-subsidy approach . [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 | Please provide the addresses of the key locations in which activities will take place. | Location & address

|  |
| --- |
| [Insert location name and address]  |
|  |

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| 5 | 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 grant claim period.  | [Enter ‘Confirmed’]  |
| 6 | Please confirm that the Consortium Lead has accept the terms and conditions in the draft grant funding agreement provided? We expect the lead partner to sign the agreement after notification of success and to ensure satisfactory completion of DCMS pre-grant consortium set-up requirements and information for DCMS due diligence. DCMS reserve the right to rescind offers of funding, for example if this is delayed.The terms and conditions set out in the GFA are non-negotiable and are available on the gov.uk competition website. We recommend that you review this with your legal advisors and raise any queries you may have with DCMS before submitting your application. | [Enter ‘Confirmed’]  |
| 7 | Please confirm that all Consortium Partners have accepted the Terms and Conditions of the Grant Funding Agreement.Confirmation from all Consortium Partners will be required prior to DCMS signing the Grant Funding Agreement.The terms and conditions set out in the GFA are non-negotiable and are available on the gov.uk competition website. We recommend that you review this with your legal advisors and raise any queries you may have with DCMS before submitting your application. | [Enter ‘Confirmed’ and partner name]  |
| 8 | Please confirm whether partners have provided a letter of support or commitment to the proposal.Please submit a copy of such letters in PDF format.  | [Enter ‘Confirmed’ and partner name]  |