

**Children’s Social Care Private Dashboard: Early Adopters**

**Application form**

**May 2025**

# About this form

1. This document is for local authorities (LAs) in England to apply to become an early adopter of the children’s social care private dashboard.
2. Applications for phase 1 of the early adopter scheme will be assessed alongside phase 2.
3. LAs must complete the application details, and phase 2 section of this form for their application to be considered.
4. This is one of four documents published to support applicants. The documents for applicants are:
* **Application guide** – this document outlines the Early Adopters scheme and how to apply, setting out the aims, objectives, funding, and eligibility criteria
* **Application form** – a document which must be completed and submitted within the application window for an application to be considered
* **Principles for data collection and use** –this document outlines the principles and approaches used by DfE to collect CSC data for this scheme and how it will be used and presented in the private dashboard
* **Data collection** **specification**– this document sets out the data items we propose to collect throughout the scheme and the validations used

**Please read these documents carefully before completing this application form.**

1. This form is made up of the following sections:
	* **Section 1 –** Applicant details and contextual information (essential)
	* **Section 2** – Phase 1: ‘Build your own’ application (optional)
	* **Section 3 –** Phase 1: Technical testing with the Data to Insight solution (optional)
	* **Section 4 –** Phase 2: Main scheme application (essential)

## Application process

### How to apply

1. The application period will open on 21 May 2025 and will close on 17 June 2025, 11:59pm.

### Completing your application

1. Please complete the application form to the best of your ability. Information on what to include in each section has been provided within the application form to support you in completing it. Please use these as well as the application guide throughout to give you the best chance of addressing the questions fully.
2. Where a word limit is applicable, the number of words for that section has been provided. Please write within the limit identified as any text that exceeds the stated word limit will not be able to be assessed. Please include the total number of words for each section at the bottom of each text box.
3. The questions will be scored against the scoring system which can be found in table 8 of the application guide.
4. Please ensure that all applicable sections are completed for your application to be accepted.
5. A maximum of one application form per LA can be submitted.

### Submitting your application

1. Please email a Word copy of your completed application form and an Excel copy of your costed plan to CSC.DASHBOARD@education.gov.uk. In the email subject field, please include your ‘LA name’ followed by ‘Early adopter application’ when submitting your application.
2. When you have sent the department your application form, you will receive an email response letting you know that your application has been received. If you do not receive this email, please contact CSC.DASHBOARD@education.gov.uk.

### Deadline

1. The DfE must receive all completed applications by email by 11.59pm on 17 June 2025. No changes can be made to the application form beyond the deadline.
2. The Department will not consider applications that miss this deadline as to do so would be to unfairly discriminate against those applicants who submitted their application within the timescale.

### Clarification questions

1. For more information, including funding and how applications will be assessed, please see the application guide.
2. Any questions regarding the application process should be emailed to CSC.DASHBOARD@education.gov.uk by 11.59pm on 11 June 2025.

# Section 1 – Contact details and contextual information

### Eligibility confirmation

1. To be eligible to apply, LAs must meet all the criteria below. Please cross each criterion to confirm that your LA meets them at the date of submission and that you understand that all criteria will need to be met on the last day of the application window for your application be valid. **If you do not meet all the criteria listed below, you will not be eligible to apply.**

Table 1: Eligibility tick list

|  |  |  |
| --- | --- | --- |
| **Criterion**  | **Eligible?**  | **Further details**  |
| Upper tier LA | ☐ Yes | LAs need to be one of the top 153 upper tier LAs to apply. |
| Section 114 notice | ☐ Yes  | LAs must not have an active section 114 notice or have received one within the current financial year (25-26). |

### Applicant Details

Table 2: Applicant details to be completed

|  |  |
| --- | --- |
| **Name of local authority**  |  |
| **Region** |  |
| **Phases you are applying for** select all that apply | [ ]  Phase 1: Build Your Own[ ]  Phase 1: Data to Insight[ ]  Phase 2: Main scheme |
| **Name of Bidding officer** |  |
| **Position**  |  |
| **Email**  |  |
| **Telephone** |  |
| **Address** |  |
| **Director of Children’s Service** | [name] **I consent to and support this application** [signature] |
| **Email** |  |
| **Telephone** |  |
| **Address** |  |
| **LA size** – if your supplier is System C (Liquid Logic) or Access group (Mosaic), please include your LA size category found in Annex D of the application guide |  |
| **Most recent Ofsted rating** (please indicate if you are awaiting an updated rating) |  |
| **Data Maturity** (please state your data maturity as guided by [Local Government Data Maturity Assessment Tool | Rate your organisation's data management skills](https://datamaturity.esd.org.uk/)) |  |
| **Case management system (CMS)** provider |  |
| **CMS Database** please state the type of database being used by your CMSe.g. SQL Server, Oracle, PostgreSQL |  |
| **Data warehouse** API (application programming interface) data source Which data warehouse has the most up to date quality picture of the data you want to send to DfE? | [ ]  CMS Supplier provided data warehouse[ ]  Local authority created data warehouse |
| **Standard Safeguarding Dataset deployment**Does your local authority currently have a deployed Standard Safeguarding Dataset? Yes/No  | [ ]  Yes[ ]  No |
| **Standard Safeguarding Dataset scripts**Has your local authority been sent/able to test/deploy any of the Standard Safeguarding Dataset scripts from Data to Insight? Yes/No  | [ ]  Yes[ ]  No[ ]  Not known |

**Table 2b: Additional information**

|  |  |
| --- | --- |
| **Use this space to provide any additional information you think might support your application**, including any further details that may help us understand your CMS/technical set-up relevant to the scheme. This information will not be scored, if it would be relevant to your assessed questions, please include the information in those sections as well. |  |

# Section 2 – Phase 1: ‘Build you own’ application (optional)

### Question 1 – (60% weighting)

**Delivery plan:**

**With reference to the early adopter design specification for the local authority Build your Own option, how will you deliver against the required activities and milestones set out in Annex A of the application guide?**

Stronger answers will:

* Set out a high-level plan of required activities and milestones to deliver the scheme requirements with consideration of your CMS configuration
* Describe the project governance you would implement to track progress
* Reference how you would work with DfE to deliver and test the required services
* If applicable, include references to any previous experience in creating similar capabilities to extract and send data via an API

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| **Word limit: 750 words (inclusive of any diagrams/charts used within your answer below). Any attachments for this answer will not be scored.** |
| [Answer] **Word count:** |

### Question 2 – (40% weighting)

**Delivery capacity and capability:**

**How will you use existing, or** **new resources to deliver your plan effectively?**

Stronger answers will:

* Set out the roles and tools you would need and their purpose to develop and deliver these services to support the pilot testing and how these would be filled. Clearly stating what is already in place and what would require new resource (i.e. existing staff or new appointment and from which organisation)
* Consider how resource will be committed across the phase 1, and phase 2 period to test and maintain the solution, meeting the objectives within the given timeframe, including any amendments to the API should they arise

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| **Word limit: 500 words (including diagrams/charts). Please include the word count at the end of your response.** |
| [Answer] **Word count:** |

### Question 3 – Costings (not scored)

**Costings:**

**A high-level plan which shows where the funding is needed during this phase.**

**Please note this section comprises the costed plan for this grant funding, and the supporting narrative, which will be assessed together. There is no word limit the for costed plan. The word limit for the narrative is 500 words.**

#### Costed bid

The costed bid should:

* NOT exceed the upper limit of £85,000 to deliver the API solution, if it does, we will exclude your bid for this phase.
* The costed bid must be completed for your Build Your Own application to be considered
* Demonstrate an ability to deliver against the required milestones set out in the application guide.

Table 3: Costed bid

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of spend and activity****(please add more lines where required and include VAT in all line items where applicable)** | **Detail****(Please detail what these costs will cover)** | **£ for Financial Year 2025-26** | **Total** |
| Salary costs (and any associated direct costs) |  | £ | £ |
| Administration [non-staff] costs |  | £ | £ |
| Payments to Third-party service providers: Sub-contracting and other external services (For each supplier please identify these costs) |  | £ | £ |
| Other costs (to be specified in supporting narrative) |  | £ | £ |
| Irrecoverable VAT costs |  | £ | £ |
| TOTAL grant Costs  |  | £ | £ |

#### Supporting narrative

With the supporting narrative, please:

* Provide a brief overview of the costs the local authority has included in their costed plan, including why they will be needed for the local authority to achieve the aims of the scheme
* Clearly show how the funding will be distributed across the delivery period of the scheme.

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| **Word limit: 500 words (including diagrams/charts). Please include the word count at the end of your response.** |
| [Answer] **Word count:** |

Please also provide an estimated forecast of 10 additional working days to address any potential changes that may need to be carried out with the API in the next financial year. This forecast will not be considered as part of your £85,000 bid and will not be committed to as guaranteed funding. This forecast will be used as an indication to support ongoing scheme planning.

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| **Word limit: 150 words (including diagrams/charts). Please include the word count at the end of your response.** |
| [Answer] **Word count:** |

# Section 3 – Phase 1: Technical testing with the Data to Insight solution (optional)

### Question 4 – (100% weighting)

**Delivery capacity and capability:**

**With reference to the application guide how will you build on existing capacity to achieve the aims set out for the technical testing phase of this scheme?**

Stronger answers will:

* Consider how the appropriate technical needs, and resource requirements outlined in Annex B of the application guide for this option will be met
* Set out a plan of how existing or new resource will be committed and sourced to deliver phase 1 of the scheme including reference to how the grant funding will be allocated
* Reference how you will work with Data to Insight on deployment and testing of the technical solution, meeting the expectations and key responsibilities set out in the application guide

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| **Word limit: 500 words (including diagrams/charts). Please include the word count at the end of your response.** |
| [Answer] **Word count:** |

# Section 4 – Phase 2: Main scheme application (essential)

### Question 5 – (100% weighting)

**Delivery capacity and capability:**

**With reference to the application guide, how will you build on existing capacity to achieve the aims set out for this scheme?**

Stronger answers will:

* Set out how resource will be committed to deliver phase 2 of the scheme including reference to how the grant funding will be allocated
* Demonstrate how you would work with DfE to test and develop the data solution and dashboard, meeting the expectations and key responsibilities set out in the application guide
* Consider how the LA would work to address data quality issues and meet the technical requirements of the scheme
* Consider how the LA would use resources to effectively engage with testing the Data to Insight solution set out in Annex B (where applicable)
* Consider how the local authority would use the private dashboard benchmarking tool, and work with other early adopter local authorities to better learn from the data

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| --- |
| **Word limit: 1000 words (including diagrams/charts). Please include the word count at the end of your response.** |
| [Answer] **Word count:** |