**Digital Inclusion Innovation Fund**

**Annex A: Application Pro Forma**

|  |
| --- |
| **DIGITAL INCLUSION INNOVATION FUND****APPLICATION PRO FORMA** |
| **SECTION 1** |
| **Name of applicant** (Lead Organisation if there is a consortium) |  |
| **Head office postal address** |  |
| **Accountable Officer** (name and job title) |  |
| **Accountable Officer telephone number** |  |
| **Accountable Officer email address** |  |
| **Name of all other organisations with responsibility for delivering this project, if relevant** (including type of organisation, address of head office and registration details) |  |
| **Project title** |  |
| **Project start and end dates** |  |
| **Location of project** | **[choose all that apply from list of all nine regions]** |
| **Category and amount of funding sought** | **Category 1:****Category 2:****Category 3:** |
| **Total funding sought** |  |
| **Total project costs** |  |
| **Total amount and source of any match funding** (this cannot be additional government funding) |  |
| **SECTION 2** |
| **Is your organisation eligible to receive grant funding for your proposal?** |
| [Yes or No] |
| **If applying as the Lead Organisation of a consortium, please confirm you have conducted financial due diligence on all partner organisations and you have reviewed their financial soundness as part of the application process.** |
| [Yes or No] |
| **Do you agree to accept and abide by the core terms reflected in Annex C?** |
| [Yes or No] |
| **Project overview** (max 500 words) |
|  |
| **Project costs** |
| [Complete project cost breakdown form] |
| **Project timescale:**Project | Milestone |
|  |  |
|  |  |
| **SECTION 3** (See Annex B for detailed descriptions and the assessment framework) |
| **1) Rationale and value for money: What is the project, what will it achieve and why is funding this project an efficient use of government funding?** (max 1000 words) |
|  |
| **[Only relevant for applications involving funding category 2 and/or funding category 3]** **2) Innovation: How is this project innovative?** (max 300 words) |
|  |
| **[Only relevant for applications involving funding category 1 and/or funding category 3]** **3) Best Practice: How will this project replicate or scale best practice?** (max 300 words) |
|  |
| **4) Deliverability and Sustainability: How will you ensure your project is delivered on time and to budget, and how will your proposal result in long-lasting impacts beyond the funding period?** (max 500 words) |
|  |
| **5) Monitoring and evaluation: What KPIs will you set and what data will you collect?** (max 200 words) |
|  |
| **SECTION 4** |
| **[For those applicants involved in more than one application]** **Sufficient resource and capability: Provide an explanation with proof of your ability to manage all responsibilities, including sufficient resource capabilities and clear governance structures, should you be successful in securing funding for all/more than 1 of the projects you intend to participate in.** (max 200 words) |
|  |