ANNEX B

Application Form

Space for Smarter Government Programme (SSGP)

Open Call Competition

December 2017

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 1. Application | | | | | | | | | | | | | | | |  | | | |
|  | | | Project Title:  (Max 20 words) | | |  | | | | Project Type:  (Please tick as appropriate) | | | | | | Feasibility Study  Demonstrator | |  | |
|  | | | Project Duration:  (In months – min 2, max 9) | | |  | | | | Total Project Cost:  (£’s, VAT exempt)  Percentage of funding applied for:  Total Proposed Grant:  (£’s, VAT exempt) | | | | | | % | |  | |
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|  | 2. Details of Lead Applicant Organisation | | | | | | | | | | | | | | | |  | | | |
|  | | 2.1. | | | | | | | | | | | | | | | |  | |
|  | | Organisation: Name: | | | | | | |  | | | | | | | | |  | |
|  | | Registered Address: | | | | | | |  | | | | | | | | |  | |
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|  | |  | | | | | | |  | | | | | | | | |  | |
|  | | Town/City: | | | | | | |  | | Postcode: | | |  | | | |  | |
|  | | County: | | | | | | |  | | | | | | | | |  | |
|  | | Country: | | | | | | |  | | | | | | | | |  | |
|  | | Website: | | | | | | |  | | | | | | | | |  | |
|  | | Main Activity: | | | | | | |  | | | | | | | | |  | |
|  | | | 2.2.  How many years has your organisation be in operation for? Please select as appropriate. | | | | | | | | | | | | | | | |  |
|  | | | Less than 1 year | | | | | | | | | | Between 5 and 10 years | | | | | |  |
|  | | | Between 1 and 2 years | | | | | | | | | | Longer than 10 years | | | | | |  |
|  | | | Between 3 and 5 years | | | | | | | | | |  | | | | | |  |
|  | | | 2.3.  How many employees currently work as part of your organisation? Please select as appropriate. | | | | | | | | | | | | | | | |  |
|  | | | Between 1 and 5 | | | | | | | | | | Between 26 and 50 | | | | | |  |
|  | | | Between 6 and 10 | | | | | | | | | | Between 51 and 250 | | | | | |  |
|  | | | Between 11 and 25 | | | | | | | | | | Greater than 250 | | | | | |  |
|  | | | 2.4.  Provide the estimated annual income (£) of your organisation in 2017-2018. | | | | | | | | | | | | | | | |  |
|  | | | 2.5.  Estimate the proportion (%) of this income that currently comes from public sector and private sector customers? | | | | | | | | | | | | | | | |  |
|  | | | Public Sector Customers | | | | | | | | | | Private Sector Customers | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | |
|  | 3. Contact Details for Project Lead | | | | | | | | | | | | | | | |  | | | |
|  | Title: | | |  | Name: | |  | | | | | | | | | |  | | | |
|  | Position: | | | | | | |  | | | | | | | | |  | | | |
|  | Organisation: | | | | | | |  | | | | | | | | |  | | | |
|  | Main Correspondence Address: | | | | | | |  | | | | | | | | |  | | | |
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|  |  | | | | | | |  | | | | | | | | |  | | | |
|  | Town/City: | | | | | | |  | | | | Postcode: | | |  | |  | | | |
|  | County: | | | | | | |  | | | | Country: | | |  | |  | | | |
|  | Phone: | | | | | | |  | | | | Extension: | | |  | |  | | | |
|  | Mobile: | | | | | | |  | | | | Fax: | | |  | |  | | | |
|  | Email: | | | | | | |  | | | | | | | | |  | | | |
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|  | 4. Title and Abstract for Publication | | | | | | | | | | | | | | | |  | | | |
|  | Please provide a brief, public facing description of the project. Should your project be successful, this information will be made public once the award is confirmed. We reserve the right to amend the description before publication if necessary, but will consult you about any changes (500 words max). | | | | | | | | | | | | | | | |  | | | |
|  |  | | | | | | | | | | | | | | | |  | | | |
|  | 5. Description of proposed application | | | | | | | | | | | | | | | |  | | | |
|  | 5.1.  Tick the space technology that will be used in this proposal (select all that apply).  Earth Observation  Satellite Communications  PNT  Other (please specify) | | | | | | | | | | | | | | | |  | | | |
|  | 5.2.  Provide description of your proposed application and how this meets the requirements of the public sector. You may wish to attach images or diagrams with the application form. (500 words max) | | | | | | | | | | | | | | | |  | | | |
|  | 5.3.  Provide a summary of the technical basis of the project. (500 words max) | | | | | | | | | | | | | | | |  | | | |
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|  | 5.4.  Identify the current state of development or readiness of the idea. (500 words max) | | | | | | | | | | | | | | | |  | | | |
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|  | 6. Benefits from the project | | | | | | | | | | | | | | | |  | | | |
|  | 6.1.  Who are your primary public sector customers for this project and who else across the public sector could benefit? (200 words max) | | | | | | | | | | | | | | | |  | | | |
|  | 6.2.  How will this project benefit the public sector? (200 words max) | | | | | | | | | | | | | | | |  | | | |
|  | 6.3.  Over what timescale do you expect these benefits to be realised? (200 words max) | | | | | | | | | | | | | | | |  | | | |
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|  | 7. Project Management | | | | | | | | | | | | | | | |  | | | |
|  | 7.1.  Identify how the project will be managed (500 words max) | | | | | | | | | | | | | | | |  | | | |
|  | 7.2.  What are the risks associated with this project and how do you plan to manage/mitigate against them? (500 words max) | | | | | | | | | | | | | | | |  | | | |
|  | 7.3.  What is your communication plan for the project. (500 words max) | | | | | | | | | | | | | | | |  | | | |
|  | 7.4.  Provide a brief description of your technical team. (500 words max) | | | | | | | | | | | | | | | |  | | | |

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|  | 8. Project Plan and Methodology | | | |  |
|  |  | | | |  |
|  | Set out the key project milestones. Please provide an associated GANNT chart in either PDF or Microsoft Project format. | | | |  |
|  | Milestone | Date | Resource | Success Criteria |  |
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|  | 9. Application Finances | | | | | | | | | | | | |  |
|  | A summary of the financial breakdown of this project for the contractor and any subcontractors should be provided in the table below. In addition, please provide a justification of the costs of the project in Section 10. | | | | | | | | | | | | |  |
|  | Cost breakdown: (VAT exempt) | | | | | | | | | | | | |  |
|  |  | | | | Unit cost | | | Quantity | | | Total Costs (£) | | |  |
|  | Labour Costs | | | |  | | |  | | |  | | |  |
|  | Materials Costs | | | |  | | |  | | |  | | |  |
|  | Capital Equipment Costs | | | |  | | |  | | |  | | |  |
|  | Sub Contract costs | | | |  | | |  | | |  | | |  |
|  | Travel & Subsistence Costs | | | |  | | |  | | |  | | |  |
|  | Indirect Costs (specify) | | | |  | | |  | | |  | | |  |
|  | Other Costs (specify) | | | |  | | |  | | |  | | |  |
|  | TOTAL COSTS | | | |  | | |  | | |  | | |  |
|  | Payment schedule: Provide a payment schedule of this project. Please fill in details only for the period you have requested the project to run. | | | | | | | | | | | | |  |
|  | Months | Feb | Mar | Apr | | May | Jun | | Jul | Aug | | Sep | Oct |  |
|  | Payment Year  2017-2018 |  |  |  | |  |  | |  |  | |  |  |  |
|  | Payment Year  2018-2019 |  |  |  | |  |  | |  |  | |  |  |  |
|  | | | | | | | | | | | | | | |
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|  | 10. Cost Justification | | | | | | | | | | | | |  |
|  | Set out the rationale for the costs in Section 9, including details of any sub-contractors. (500 words max) | | | | | | | | | | | | |  |

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|  | 11. Operational Readiness | | | | | | | | | |  |
|  | What are the expectations for this project in the medium to long term. (200 words max) | | | | | | | | | |  |
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|  | 12. Contribution to Space for Smarter Government Programme (SSGP) | | | | | | | | | |  |
|  | 12.1.  How does your project align to SSGP’s aims and objectives. (500 words max) | | | | | | | | | |  |
|  | 12.2.  Has this project been submitted elsewhere? | | | | | | | | | |  |
| No | | | | | | Yes | If yes, where? | | |
|  |  | | | | | | | | | |  |
|  | 13. Public Sector End User | | | | | | | | | |  |
|  | Please provide the contact details for the lead contact at the public sector body you intend to collaborate with during this project. | | | | | | | | | |  |
|  | Title: |  | | Name: | |  | | | | |  |
|  | Position: | | | | |  | | | | |  |
|  | Organisation: | | | | |  | | | | |  |
|  | Address (correspondence): | | | | |  | | | | |  |
|  |  | | | | |  | | | | |  |
|  |  | | | | |  | | | | |  |
|  | Town/city: | | | | |  | | | Postcode: |  |  |
|  | County: | | | | |  | | | Country: |  |  |
|  | Phone: | | | | |  | | | Extension: |  |  |
|  | Mobile: | | | | |  | | | | |  |
|  | Email: | | | | |  | | | | |  |
|  | If there are/will be any other significant contacts associated with the project, please list them here: | | | | | | | | | |  |
|  | Name: | | | | Organisation: | | | Email: | | |  |
|  | Name: | | | | Organisation: | | | Email: | | |  |
|  |  | | Please tick this box if you have contacted the end user you plan to work with to inform them of your intention to enter this competition. | | | | | | | |  |
|  |  | | Please tick this box if you have discussed the proposed Intellectual Property rights with the end-user. | | | | | | | |  |
|  |  | |  | | | | | | | |  |
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|  | 14. Additional Project Information | | | | | | | | | |  |
|  | 14.1.  Is there already a market capability for this type of application, service or solution? | | | | | | | | | |  |
| Yes | | | | | | No | | | |
|  | If yes, please provide more details | | | | | |  |  | | |  |
|  | 14.2.  Does this project have the potential for export, or benefits for end-users outside of the public sector?  Yes  No | | | | | | | | | |  |
|  | If yes, please provide more details | | | | | | | | | |  |
|  | 14.3.  Are there any any confidentiality or intellectual property issues in the overall project that could impact subsequent uptake or exploitation or how SSGP are able to promote it in public, within or across the public sector? | | | | | | | | | |  |
| Yes | | | | | | No |  | | |
|  | If yes, please provide more details | | | | | | | | | |  |
|  |  | | | | | | | | | |  |
|  | 15. Supporting Documents | | | | | | | | | |  |
|  |  | | Please tick this box to advise that you have attached an End-User Letter of Support (Annex C) | | | | | | | |  |
|  |  | | Please tick this box to confirm that you have attached a State Aid letter of evidence (Annex D) | | | | | | | |  |
|  |  | | Please tick this box to confirm that you have attached a New Supplier Form (Annex G) | | | | | | | |  |
|  |  | | | | | | | | | |  |
|  | 16. Declaration | | | | | | | | | |  |
|  | The lead applicant is expected to have discussed the application within their own company and any other body whose co-operation will be required to deliver the project.  The lead applicant will need to obtain consent from an authorised officer or appropriate signatory who will sign the contract if successful; UK Space Agency will provide a contract. The contract is a legally binding document and subject to the outcome of this competition.  By submitting the application you are confirming that the information given, in this application, is completed to the best of your knowledge and that you are actively engaged in this project and responsible for its overall management and agree to administer the award if made.  Name of person completing this application form  I hereby confirm that I fully comply with the declaration as stated above (please select).    This form must be submitted electronically by 9:00AM THURSDAY 1st FEBRUARY 2018 to SSGP@ukspaceagency.bis.gsi.gov.uk | | | | | | | | | |  |