



Application Form and Guidance for Fire and Rescue Authority Transformation Funding for 2015/16

Introduction

The development of a well-considered and robust application will be key to bidding for the Fire and Rescue Authority Transformation Funding Scheme.

This form and the accompanying '**Annex A**' spreadsheet, alongside the bidding prospectus, aim to guide and assist applicants through the steps needed to ensure sufficient and robust information is provided in response to the questions listed.

Applicants should use their judgement in deciding what information to submit in support of any given question, but the summaries requested must be completed in the word limits provided.

As a general rule of thumb for completing an application, the amount and detail of supporting information provided should be proportional to the size and complexity of the proposed project.

A single authority may put in no more than three grant application bids overall, and no more than one bid for a particular size of lot. One bid may contain multiple elements. The Department of Communities and Local Government reserves the right to part-fund bids with multiple parts and bidders are asked to consider identifying cases which lend themselves to this and which elements should be prioritised.

If you have any questions on the application form, please contact:

FireTransformation@communities.gsi.gov.uk



A. Identification

The first table, shaded in grey will be completed by the Department for Communities and Local Government upon receipt of the application. The Department will check that all required documents have been submitted, and that the application meets the minimum required terms and conditions for an application for Transformation Funding. Any queries will be referred back to the applicant.

The applicant fire and rescue authority must complete the remaining tables in the section.

B. Applicant declaration and certification

The application **must** be signed by the elected member with responsibility for fire and rescue and the chief finance officer/ Treasurer, and where applicable, counter-signed by the elected member with responsibility for the partner organisation and their chief finance officer/ Treasurer.

The four green-shaded sections of text enclosed within the brackets should be replaced with the name of the applicant fire and rescue authority.

C. Project summary

Project narrative summary: **No more than 750 words** should be used to complete this section. The project summary should be a succinct description of the proposed project, and summarise the information supplied within the application. The project summary of successful applications will be published by DCLG on its website.

Project financial summary: This narrative description should demonstrate in **up to 750 words**:

- all costs associated with the project have been identified;
- an explanation of why you believe the costs to be reasonable;
- an explanation of how you have quantified the benefits;
- the rationale underpinning assumptions and estimates;
- the level of commitment where funding is contributed from other sources, including any dependencies;
- that financial risks have been identified and mitigation plans are in place; and
- the sustainability of savings in future years.

D. High level project details

Project sound bite

Explain briefly (**up to 50 words**) what the proposed project will do and what it aims to achieve.



Project location	The location of the beneficiaries of the project and / or the address of the site of the proposed development.
Project start date	The date the project is scheduled to start (if part of a wider programme, explain briefly how this relates to the wider programme).
Practical completion date	The date at which the proposed project concludes (again, if part of a wider programme, explain briefly how this relates to that programme).
Project funding summary	Provide details of the total amount of Transformation Funding requested in the bid, and all other funding secured. If the bid is for a mix of capital and revenue expenditure, these must be identified separately. (Itemised funding should also include other grant funding; part- or match-funding by authorities and their partners).

E. Bid assessment questions

This section sets out a series of more detailed questions about the proposed project and its management which will be used to assess the bids. The questions must be completed in conjunction with the **Annex A spreadsheet**, which provides further prompts and support for calculating financial value, including 'value for money' returns.



Application for Fire and Rescue Authority Transformation Funding for 2015/16

Disclaimer

There shall be no expectation of grant until Authorities have been formally notified in writing by the Department. All the Applicant's costs and charges incurred as a result of making this application shall be for the Applicant's account and cannot be claimed as part of the project.

Applicants should be aware that the following conditions will also apply to all successful bid applications:

- The Department will publish summaries of all successful bids
- The Department reserves the right to limit the number of successful applications from a fire and rescue authority to one per lot size, depending on the nature, volume and quality of all successful bids. One bid may contain multiple elements. The Department reserves the right to part-fund bids with multiple parts.
- Applications must be signed off by the elected member who has responsibility for fire and rescue and the chief finance officer/ Treasurer and in the same way for all other bid partners (where applicable).
- If the bid scores zero for any of the assessed criteria, it will automatically be rejected.
- We propose to include light touch monitoring by the department utilising publicly available information. We would encourage applicants to regularly publicise progress on their websites and disseminate good practice.

Please return the completed application form, together with all required documents, in electronic format to the Transformation Funding Team at:

FireTransformation@communities.gsi.gov.uk



A. Identification

Department for Communities and Local Government use only	
Policy Objective(s)	
Date Received	
Project Name	

Fire and rescue authority details	
Fire and rescue authority address including post code	
Contact person for bid	
Position in organisation	
Email:	
Telephone Number:	

Will you be working with other organisations to deliver this project?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If YES, complete a separate table below for each delivery partner (*note – drop down boxes will be allowed*)

Delivery partner organisation details (where bidding for collaboration with other emergency services – <i>please extend this table where more than one delivery partner is identified.</i>)	
Organisation	
Address of applicant organisation including post code	
Contact Person	
Position in organisation	
Email:	
Telephone Number	
Outline the relationship with this delivery partner	



B. Applicant declaration and certification

The Data Protection Act: Freedom of Information Act 2000

The Data Protection Act puts obligations on users of personal information and lays down principles for its use. One principle states that the information has to be processed fairly and lawfully. This means you are entitled to know how we intend to use any information you provide. You can then decide whether to proceed with your application and to give your information to us.

The Department for Communities and Local Government undertakes to use its best endeavours to hold confidential any information provided in any application form submitted, subject to our contracting obligations under law, including the Freedom of Information Act 2000. If you consider that any of the information submitted in the application form should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The Department will then consult with you in considering any request received under the Freedom of Information Act 2000 before replying to such a request.

Use of Your Personal Information

Our main use for your personal information is to process and assess your application for Transformation Funding. The Department will publish details about this application on the Department's website. This may include all or some of the project and applicant details.

We may use your information for the purposes of statistical analysis and may share anonymised information with other government departments, agencies or third parties for statistical analysis and reporting purposes.

Our policies and procedures in relation to the application and evaluation of grants are subject to audit and review by both internal and external auditors. Your information may be subject to such audit and review.

If your application anticipates collaboration with another delivery partner, they are required to countersign this application.

We will not hold your information for longer than is necessary. We will hold the majority of your information for a minimum of three years after project closure, currently expected to be 2018, unless we have a legitimate reason to keep this for longer, for instance defending any legal proceedings that may be brought against us by any person or body in relation to your application or the services we have provided or as is required by law or any regulatory body or recommended by any relevant code of practice.

If you believe that any information that we hold about you is inaccurate or incorrect, please tell us and we will correct it.



Applicant Certification – Elected Member with responsibility for fire and rescue, the Chief Finance Officer/ Treasurer and, where applicable, counter signed by the Elected Member with responsibility for the partner organisation and their own chief finance officer/ Treasurer.

I declare that I have the authority to represent [*insert name of organisation*] in making this application.

I am aware that if the information given in this application turns out to be false or misleading, the Department for Communities and Local Government may demand the repayment of funding and/or terminate a funding agreement pertaining to this Application.

On behalf of [*insert name of organisation*] and having carried out full and proper inquiry, I confirm to the Department:

- [*insert name of organisation*] has the legal authority to carry out the project; and
- That the information provided in this application is accurate.

I confirm to the Department:

- I have informed all persons in relation to whom I have provided personal information of the information I have provided to you and of the purposes for which this will be used. I have the consent of the individuals concerned to pass this information to you for these purposes;
- I authorise the Department to process my personal information for the purposes stated in this form;
- That I shall inform the Department if, prior to any Transformation Funding being legally committed to [*insert name of organisation*], I become aware of any further information which might reasonably be considered as material to the Department in deciding whether to fund the application.

Signed for and on behalf of the applicant fire and rescue authority	_____		
Name (Print)			
Position		Date	
Countersigned by chief finance officer/ Treasurer			
Name (Print)		Date	
Position			



Signed for and on behalf of the partner organisation	_____		
Partner Organisation	_____		
Name (Print)	_____		
Position	_____	Date	_____

Counter-Signed by chief
finance officer/ Treasurer
on behalf of the partner
organisation

Name (Print)	_____		
Position	_____	Date	_____

C. Project summary

C1. Project summary

Expand box for response – (no more than 750 words)

C2. Project financial summary

Expand box for response – (no more than 750 words)



D. High level project details

Project Sound Bite (up to 50 words):

Project Location

Project Start Date

Practical Completion Date

Project Funding Summary

	Transformation Funding Bid	Other Funding (see #)	Grand Totals
Capital	£0,000	£0,000	£0,000
Revenue	£0,000	£0,000	£0,000
Totals	£0,000	£0,000	£0,000
		Overall Project Value	£0,000

Other Funding itemised should include other grant funding; part- or match-funding obtained or applied for by authorities and their partners.



E. Bid Assessment Questions

The applicant must submit sufficient information to answer all of the questions below, and complete and submit the relevant tables in the financial **Annex A** spreadsheet. Your answers to these questions will be the basis for assessing your bid for Transformation Funding. Please refer to the Guidance when formulating responses to the questions. You must ensure that all completed documents are signed off by the relevant personnel and sent together to the email address provided at the front of this application form.

You must structure your answers following the ordering of the questions, and it must be clear to the assessors which question is being answered.

Any relevant supporting documents (for example, project plans) may be appended to this Application Form, but the summaries requested must be provided.

The work that will be required in completing the bid should reflect the size and complexity of the proposed project. Lengthy and complex projects that involve several delivery partners and span all of the Department's policy objectives for transformation funding will require more detail to be provided than smaller, more limited projects.



Section 1 – value for money

(1.1) **Annex A** must be completed for all bids – please see the associated guidance notes.

(1.2) What (if any) other sources of funding are there for the project? Please list the source, type and extent of funding. Please include grants applied for/ already obtained and funding that the applicant organisation(s) are putting in.

Funding source	Type of funding (e.g. revenue, capital)	Value (£)	Is funding secured?	From when will the funding be available?	What will this other aspect of funding deliver?

(1.3) We appreciate that there may be wider benefits that are not possible to quantify in monetary terms but which do provide added value to project. Details of any wider / qualitative benefits and any assumptions that underpin them should be described in Section 2 of Annex A (the guidance for completing this Annex provides more detail).

For example, where wider benefits might accrue from releasing land it would be helpful for your bid to include some specific details, namely:

- to help us determine a notional value of any wider benefit arising from releasing land please ensure you specify the location of land and hectares as set out in Annex A.

(1.4) Over what timeframe will the project expenditure be spread:years months?

(1.5) Over what timeframe will the project savings be delivered:years months?



Section 2 – Transformation funds policy objective alignment

This section of the bid document focuses on alignment of the bid with the policy objectives below.

Bidders should identify the policy objectives under which their bid sits, and answer all related questions. Please note that more than one policy objective can be linked with any one bid.

(2.1) The bid delivers improved efficiency and effectiveness through the following criteria:

- A. Encouraging greater collaboration with other emergency services
- B. Improving local accountability
- C. Promoting asset transformation/ other efficiencies
- D. Prioritising prevention and protection

(Please answer the related questions below for all criteria through which the project is assessed as delivering improved efficiency and effectiveness)

Question Topic A: Encouraging greater collaboration with other fire and rescue and/or emergency services

(A.1) Which service(s) are involved? (please note that other emergency services are partner organisations for the purposes of applicant certification and will need to have signed off on a bid):

- One or more police service
- One or more ambulance service
- One or more fire and rescue authority

(A.2) What form will the collaboration take?

Expand box for response – **(no more than 500 words)**

(A.3) Does the bid improve emergency services interoperability? **(Y/N)**



(A.4) If the answer to the above question was yes, explain how.

Expand box for response – **(no more than 300 words)**

(A.5) Is the bid a new collaborative/ interoperability enterprise? **(Y/N)**

(A.6) Does the bid build on existing collaborative/ interoperability activity? **(Y/N)**

(A.7) If the answer to the above is 'yes', please describe this existing activity below.

Expand box for response – **(no more than 300 words)**

Question Topic B: Improving and promoting local accountability

(B.1) Please identify the way(s) in which improved local accountability will be delivered:

- Closer co-operation between fire and rescue authority and a Police and Crime Commissioner
- Closer co-operation or merger between a stand-alone fire authority and a local authority
- Closer co-operation between two or more fire authorities
- Other

(B.2) Does any of the above involve delivery of improved efficiency and effectiveness through plans to share senior management teams and/or other staff resources? **(Y/N)**

(B.3) If the answer to the question above is yes, please summarise what these plans are.

Expand box for response – **(no more than 300 words)**



(B.4) If the answer to (B.2) is no, please describe how the project will deliver improved efficiency and effectiveness.

Expand box for response – (no more than 300 words)

Question Topic C: Promoting asset transformation/ other efficiencies:

(C.1) How does the intended investment deliver improved efficiency and effectiveness (please tick those that are relevant):

- replacing and/or rationalising existing fire estate
- replacing and/or rationalising existing firefighting equipment
- repairing or refreshing existing fire estate
- investing in assets to deliver new or rationalised crewing
- delivering a new procurement system
- delivering a new staffing / crewing system
- other (please explain briefly)

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.....
.....
.....

(C.2) Please give details of any other further savings or efficiencies not listed above that will be delivered through implementation of the project below:

Expand box for response – (no more than 300 words)



Question Topic D: Prioritising prevention and protection:

(D.1) How does the project prioritise improved prevention and protection?

Expand box for response – **(no more than 500 words)**

(D.2) Please summarise clearly how savings has been calculated.

Expand box for response – **(no more than 300 words)**

(D.3) Does the project involve local authorities and/or other emergency services in delivering improved and transformed prevention and protection? **(Y/N)**

(D.4) If the answer to the above is yes, please explain briefly how local authorities and/or other emergency services are being involved in this work.

Expand box for response – **(no more than 300 words)**

Section 3 - Project Details

Strategic requirements

3.1 Please describe what the project intends to do, who it will benefit and why it is appropriate to progress it at this time.

Expand box for response – **(no more than 500 words)**



3.2 Please describe any links to existing, previous or planned projects.

Expand box for response – **(no more than 300 words)**

3.3 Why is transformation funding (specifically) required?

Expand box for response – **(no more than 300 words)**

3.4 Please briefly summarise in bullet point form the project’s key objectives in terms of:

- deliverables/ outputs; and
- outcomes / longer term results - in particular, any improved efficiencies/ effectiveness delivered.

Project planning:

3.5 Please set out the key activities and dates for the project in the table below. Please add further lines to the table as required, highlighting those which are dependencies. If a separate project plan is appended, this summary table must still be completed.

There should be a clear flow of logic from the project objectives to main activities, deliverables and anticipated results and impacts.

Identifier	Key activities	Dates	Dependency with (identifier) – explain briefly
1			
2			
3			
4			



Identifier	Key activities	Dates	Dependency with (identifier) – explain briefly
5			
6			
7			
8			
9			

Project governance

3.6 Explain how the project will be managed and governed, including any relevant track-record of project delivery from those concerned.

Expand box for response – **(no more than 300 words)**

Project risks and mitigations:

3.7 Using the table below, please provide an assessment of key project risks in terms of delivery, management and control, mitigating actions (planned or already in place) and assessment of risks post-mitigation. Please consider, in particular, all dependencies critical to project success and the risks arising from these dependencies.

3.8 If a separate risk register is appended to the application, the summary table should still be completed.

	Risk	Red/ Amber/Green Status	Mitigation descriptor	Red/Amber/Green Status post- mitigation
1				
2				
3				



4				
5				
<i>etc...</i>				

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