**Annex D**

**Transformation Challenge Award**

2015-16 Application Form A

A. Encouraging authorities which already share a senior management team and any chief executive to go further with their plans to re-design their services.

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| **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. |

**The Data Protection Act: Freedom of Information Act 2000**

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.

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

* We may use your information for the purposes of research and statistical analysis and may share anonymised information with other government departments, agencies or third parties for research and 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.
* 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.
* The department will publish summaries of all successful bids.

**2015-16 Transformation Challenge Award –**application form A and financial business case

**1. A letter setting out an Expression of Interest, approved and signed by the Section 151 officer of each local authority partner and authorised person for other partners, should be returned in electronic format to** [**transformation@communities.gsi.gov.uk**](mailto:transformation@communities.gsi.gov.uk) **by no later than 5pm on 1 July 2014.**

**2. Completed bid forms should be approved and signed by the Section 151 officer of each local authority partner to the bid and authorised person for other partners. The form should be returned in electronic format to** [**transformation@communities.gsi.gov.uk**](mailto:transformation@communities.gsi.gov.uk) **by no later than 5pm on 1 October 2014. Please also complete and send the short financial business case spread sheet with your application.**

**Section A: Applicant contact information**

*Note: This bid is for the Transformation Challenge Award 2015-16 A.*

|  |  |
| --- | --- |
| Local Authority Name/Name of bidding organisation: | Click here to enter text. |
| Name of Contact(s): | Click here to enter text. |
| Position in authority: | Click here to enter text. |
| Telephone number(s) of the contact(s): | Click here to enter text. |
| Email address of the contact(s): | Click here to enter text. |

**Section B: Eligibility criteria**

*Note: This bid is for the Transformation Challenge Award 2015-16 A.*

Please tick to confirm that the bid meets all the following eligibility criteria:

1. Savings must exceed the amount of grant sought. ☐

2. The authority is a district with a shared senior management team and chief executive, either with other districts or with a county. ☐

3. Political agreement from each of the participating authorities is secured. ☐

4. The proposal has been signed off by your Section 151 officer. ☐

**Section C: Proposed sharing arrangements and scale**

*Note: This bid is for the Transformation Challenge Award 2015-16 A.*

**Short Project Title:** Please give the bid a short name, unique to any other bids from your organisation.

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| Click here to enter text. |

**Project Summary (500 words maximum):** Please provide a brief description explaining what the current sharing arrangements are and how this new proposal will build and extend sharing arrangements, explaining further what changes will apply to senior management teams and any further changes such as shared IT systems and other resources / assets.

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| Click here to enter text. |

**Grant Requirement:** Please state the total amount you are bidding for from the Transformation Challenge Award.

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| Click here to enter text. |

**Assets:** Does the project involve a land or property transaction or asset transfer to a joint vehicle? If so, please provide details of what is involved or say not applicable.

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| Click here to enter text. |

**Asset Additionality.** Please give a brief assessment that the asset sale is additional to the authority’s existing asset disposal strategy.

Click here to enter text.

**Bidding partners:** Please describe the scale of the partnership, detailing the number and name of partners.

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| Click here to enter text. |

**Other bids:** If you are submitting other bids for TCA funding, please list all other bids specifying the name of the bid, lead bidding organisation, and the partnership arrangements of the bid.

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| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |

**Wider public service reform (200 words maximum):** Is this project being developed alongside or as part of any wider public service reforms (including projects / funding from other government department)? If yes, please give details.

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| Click here to enter text. |

**Date when arrangements will be finalised:** Please indicate the expected date(s) for sharing arrangements to be finalised.

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| --- | --- |
| *Arrangements* | *Date* |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

**Section D: Political agreement**

*Note: This bid is for the Transformation Challenge Award 2015-16 A.*

Has political agreement been reached?(Please tick appropriate box)

Yes ☐ No ☐

How was political agreement reached? Please provide a brief overview below.

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| Click here to enter text. |

**Section E: Project funding**

*Note: This bid is for the Transformation Challenge Award 2015-16 A.*

**Please complete the financial business case spread sheet and enclose the completed table as a separate attachment. Summary data presented in the following sections should be consistent with data shown in the spread sheet table.**

**Funding sources:** Please specify the proposed funding sources for the project, including the breakdown by:

1. Transformation Challenge Award Grant sought
2. Capital Receipt Flexibility allocated to project (funding, if applicable, resulting from capital assets receipts as described in the prospectus).
3. Other funding being made available and the source of that funding. If this relates to a specific element of the project, then this should be outlined in the text.

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| **Funding source** | **Amount being sought** |
| Transformation Challenge Award Grant |  |
| Capital Receipt Flexibility (if applicable) |  |
| Other funding (please specify all additional sources separately) |  |

**Section F: Financial business case - savings**

*Note: This bid is for the Transformation Challenge Award 2015-16 A.*

|  |  |
| --- | --- |
| **Estimated Savings**  Net Present Value arising from new shared arrangements | **£** |

**Section G: Benefits to local people**

*Note: This bid is for the Transformation Challenge Award 2015-16 A.*

Please provide details of the anticipated improvements / benefits to local people including protection of front line services

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| Click here to enter text. |

**Section H: Approval**

*Note: This bid is for the Transformation Challenge Award 2015-16 A.*

**Approval:** Bid approved and signed off by Section 151 officer (or authorised person in other public sector partners) for each partner to the bid.

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| --- | --- |
| Name | Click here to enter text. |
| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

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| Name | Click here to enter text. |
| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

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| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

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| Name | Click here to enter text. |
| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

**Transformation Challenge Award**

2015-16 Expression of Interest Form B

B. Encouraging places that have ambitious plans to work in partnership across the public sector and with the voluntary and community sector or private sector to re-design services.

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| **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 expression on interest/application shall be for the applicant’s account and cannot be claimed as part of the project. |

**The Data Protection Act: Freedom of Information Act 2000**

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.

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

* We may use your information for the purposes of research and statistical analysis and may share anonymised information with other government departments, agencies or third parties for research and 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.
* 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.
* The department will publish summaries of all successful bids.

**2015-16 Transformation Challenge Award –** Expression of Interest form B and financial business case

**Completed Expression of Interest forms should be approved and signed by the Section 151 officer of each local authority partner to the bid and authorised person for other partners. The form should be returned in electronic format to** [**transformation@communities.gsi.gov.uk**](mailto:transformation@communities.gsi.gov.uk) **by no later than 5pm on 1 July 2014. Please also complete and send the short financial business case spread sheet with your application.**

**Section A: Applicant contact information**

*Note: This bid is for the Transformation Challenge Award 2015-16 B.*

|  |  |
| --- | --- |
| Local Authority Name/Name of bidding organisation: | Click here to enter text. |
| Name of Contact(s): | Click here to enter text. |
| Position in authority: | Click here to enter text. |
| Telephone number(s) of the contact(s): | Click here to enter text. |
| Email address of the contact(s): | Click here to enter text. |

**Section B: Eligibility criteria**

*Note: This bid is for the Transformation Challenge Award 2015-16 B.*

Please tick to confirm that the bid meets all the following eligibility criteria:

1. Savings must exceed the amount of grant / capital receipt flexibility sought. ☐

2. The bid must have a positive impact on service users. ☐

3. As a minimum bids must be in partnership with at least one other partner. This could be another local authority, public authority, the Voluntary and Community Sector or a private sector partner. ☐

4. ***For capital flexibility only***. That the value of the asset sale is genuinely additional to those disposals that would have happened anyway – tick or specify not applicable. ☐

5. The proposal has been signed off by your Section 151 officer. ☐

**Section C: Project description**

*Note: This bid is for the Transformation Challenge Award 2015-16 B.*

**Short Project Title:** Please give the bid a short name, unique to any other bids from your organisation.

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| Click here to enter text. |

**Project Summary (500 words maximum):** Please provide a brief description outlining the rationale for the project and the key elements of proposed service transformation.

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| Click here to enter text. |

**Expected Grant Requirement:** Please state the total amount you expect to be bidding for from the Transformation Challenge Award.

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| Click here to enter text. |

**Joint Application:** Is the bid being submitted jointly with other local authorities, and/or other partner organisations? (Please tick appropriate box)

Yes ☐ No ☐

If yes, please provide the names of all partners

|  |  |
| --- | --- |
| Name of delivery partner 1 | Click here to enter text. |
| Name of delivery partner 2 | Click here to enter text. |
| Name of delivery partner 3 | Click here to enter text. |

**Other bids:** Please provide the details of any other bids submitted by partners in this proposal that have been submitted to the Transformation Challenge Award. Please specify name of bid, lead bidding organisation, and the partnership arrangements of the bid.

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| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |

**Assets:** Does the project involve a land or property transaction or asset transfer to a joint vehicle? If so, please provide details of what is involved or say not applicable.

|  |
| --- |
| Click here to enter text. |

**Asset additionality:** Please explain how any asset sale is additional to what would have happened anyway and how it impacts on the overall proposal.

|  |
| --- |
| Click here to enter text. |

**Section D: Project outputs and beneficiaries**

*Note: This bid is for the Transformation Challenge Award 2015-16 B.*

Your bid should include a clear and concise narrative description using and extending the box below (no longer than four pages, including any supporting evidence) setting out the rationale, the key stages/milestones, consequent benefits and timelines. This should cover:

• All costs associated with the project have been identified

• An explanation of why you believe the costs to be reasonable

• The level of organisational and financial commitment where funding is contributed from other sources, including any dependencies

• The nature and agreement on governance arrangements and project management arrangements, necessary to take forward this project.

• That financial risks have been identified and mitigation plans are in place (A risk register should be included)

• The sustainability of savings in future years (the benefits calculator asks applicants to provide a profile of savings over the next ten years)

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| Click here to enter text. |

**Section E: Project funding**

*Note: This bid is for the Transformation Challenge Award 2015-16 B.*

**Please complete the financial business case spread sheet and enclose the completed table as a separate attachment. Summary data presented in the following sections should be consistent with data shown in the spread sheet table.**

**Funding sources:** Please specify the proposed funding sources for the project, including the breakdown by:

1. Transformation Challenge Award Grant sought
2. Capital Receipt Flexibility allocated to project (funding, if applicable, resulting from capital assets receipts as described in the Prospectus)
3. Other funding being made available and the source of that funding (including funding from other governmental departments). If this relates to a specific element of the project, then this should be outlined in the text.

|  |  |
| --- | --- |
| **Funding source** | **Amount being sought** |
| Transformation Challenge Award Grant |  |
| Capital Receipt Flexibility (if applicable) |  |
| Other funding (please specify all additional sources separately) |  |

**Other sources of funding:** Please comment briefly on all other sources of funding identified above, setting out the extent to which these are confirmed, whether they are dependent on Transformation Challenge Award, and how they will be used

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| **Funding stream** | **Details including: are these confirmed, are they dependent on the Transformation Challenge Award and how will they be used.** |
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If you are in receipt of other funding or bidding for other funding, (including from other departments) please explain how a Transformation Challenge Award will enable you to achieve different or further benefits.

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| Click here to enter text. |

**Section F: Financial business case – savings**

*Note: This bid is for the Transformation Challenge Award 2015-16 B.*

|  |  |
| --- | --- |
| **Estimated Savings**  Net Present Value arising from new shared arrangements | **£** |

**Section G: Benefits to local people**

*Note: This bid is for the Transformation Challenge Award 2015-16 B.*

Please provide details of the anticipated improvements / benefits to local people including protection of front line services.

|  |
| --- |
| Click here to enter text. |

**Section H: Approval**

*Note: This bid is for the Transformation Challenge Award 2015-16 B.*

**Approval:** Bid approved and signed off by Section 151 officer (or authorised person in other public sector partners) for each partner to the bid.

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| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

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