

5G Testbeds and Trials: Rural Connected Communities Application Form

1. Guidance

This application form should be completed in accordance with the guidance provided in the Rural Connected Communities Competition Guidance document and supporting material.

Once completed, this document should be submitted in Microsoft Word format (contact 5genquiries@culture.gov.uk if this format will cause difficulties).

**Project leads should submit the following documents:**

1. This Project Application form (plus any allowed appendices)
2. Project Finance Form (one per project partner), signed
3. Copy (.pdf) of latest accounts for each partner
4. Application Form

**A Application Information (not scored)**

|  |  |
| --- | --- |
| **Project Name** |  |
| **Project Lead Organisation** |  |
| **Project Lead Contact Name** |  |
| **Project Lead Contact Email** |  |
| **Name(s) Of Additional Organisation(s) Forming Part Of This Application** |  |
| **Contact Details For Additional Organisations** |  |

**B Public description (not scored)**

|  |
| --- |
| **Describe your project in a way that will be understandable to the general public, and in a way that you are happy to see published.** Please do not include any commercially sensitive information, e.g. intellectual property or patent details. We will publish this description. This could happen before you start your project.We would also like to publish the partners involved in your proposal and the public description of the project, but this is not mandatory. Please also check the box below to confirm DCMS may publish a list of your proposed project partners with the description.**400 words limit** |
|  |
| **DCMS may publish project partner list** | [ ]  |

**C Section 1: The business plan (40%)**

|  |
| --- |
| **Question 1: What will your project deliver? (12.5%)*** Describe your project, setting out:
	+ Your rationale for the project, the industry challenges and the use cases that grant funded trials and any other planned trials with funding from other sources will address.
	+ The key outcomes you plan to achieve in the project.
	+ The rationale for your approach.
	+ How the project meets the aims of the 5GTT Programme as set out in the “Programme and policy context” section of the RCC Overview and Application Guidance.
	+ At a high level, why it will make a significant impact locally, and with national and international relevance (subsequent questions explore this topic in more detail).
	+ At a high level, your information and cyber security strategies including the standards and principles that your consortium will adopt.
* Describe which vertical industry sectors, and cross industry sectors, you will seek to develop initially as part of delivery of the project and which sectors will also be good candidates for future development as part of your approach to a sustainable delivery model. Identify the use cases that the project will develop. The description should be clear why 5G technologies provide a particular benefit to these sectors and use cases in rural areas. Describe why these use cases constitute a significant increase in demand for rural mobile connectivity over the present market for 4G services.
* Identify the advantages and expertise demonstrated by the consortium and the local area, including in vertical industry or cross industry sectors, which will be most relevant to the project.
* At a high level, describe how the project will enhance the lives of people in the area through the creation of a Rural Connected Community (this issue is addressed in more detail in Questions 2 and 3).
* Describe the geographical area the project will cover – you may include a single appendix in .pdf format and up to two pages long to support your response. This should address all of the criteria relating to the project location described in the “Eligibility criteria” section of the RCC Overview and Application Guidance. Include:
	+ An outline of the geographic area(s) that the project will cover.
	+ Where applicable, the rationale for why physically separate areas are interlinked for the project, clearly demonstrating how they will be interconnected to provide a contiguous experience.
	+ Statistics (stating sources and dates published) for (i) the size of the area (square kilometres); (ii) the number of domestic premises and the resident population; (iii) the number of SME businesses and other businesses; and (iv) any other relevant figures.

**900 word limit** |
|  |
| **Question 2: Why will your proposal create a meaningful difference in rural connectivity and services enabled by 5G technology? (10%)*** How will your proposed project improve the existing market for rural mobile connectivity and services? This may include new commercial solutions, particularly those related to spectrum sharing; the use of new technologies (particularly differentiated services) or to specific new use cases and their benefits. If necessary for the use case, it must also include plans for Mobile Network Operator interconnectivity.
* For proposals that contain plans to deliver or accelerate the delivery of local mobile connectivity in the project area, you should demonstrate evidence of low or poor connectivity. To do this, you should use a combination of local authority-level and postcode-level data publicly available from Ofcom, as set out in Annex E of the RCC Overview and Application Guidance. You are also invited to include any supporting evidence of poor connectivity as you see fit. You may include a single appendix in .pdf format and up to two pages long to support your response.
* How will the project improve the long-term incentive for commercial investment in infrastructure and services that create social, economic and environmental improvements in rural communities?
* Why are 5G technologies crucial to enabling the new products and services and improving market incentives to invest?

**720 word limit** |
|  |
| **Question 3: How will the project contribute to the rural economy and society? (10%)*** Identify the economic and other benefits of the project (for example, business growth, local regeneration and examples of services / programmes where it is expected that the project will lead to measurable improvements and/or benefits). This should include any specific local needs or challenges which the project will address.
* Cite evidence that supports the case for making the intervention represented by your proposal, for example, is economic growth currently impeded by a lack of digital connectivity? Are social mobility or educational attainment impaired? Why are these specifically rural issues and how will 5G enable them to be addressed through the project?
* What proportion of the population within the area of your project do you anticipate will experience or be impacted by the project? Give examples, including how you will maximise the impact of the project on people living in, working in, visiting and/or travelling to/through the project area.
* Where relevant, describe your approach to delivering or accelerating the delivery of local mobile connectivity, including any Local Connectivity Plans or work with the UK Government’s [Barrier Busting Task Force](https://dcmsblog.uk/2018/12/introducing-the-digital-connectivity-portal/) (which is addressing barriers to the deployment of digital infrastructure). Please use the coverage metrics in Annex F of the RCC Overview and Application Guidance to demonstrate existing connectivity and planned improvements.
* Describe any wider local strategies, initiatives and plans that are specifically relevant to the successful delivery of the project and its outcomes and how you will engage with them to maximise benefits. These could be innovation programmes, infrastructure projects, regeneration activities, business engagement or skills programmes. Include synergies that can be achieved. This should include any other activities to encourage the roll out of full fibre.
* Describe how the project will contribute to the provision of digital skills across target audiences within local rural communities.

**720 word limit** |
|  |
| **Question 4: How will you ensure that the environment created by the project will support the development of a 5G ecosystem in the UK? (7.5%)*** Describe your approach to ensuring an appropriate open access basis for organisations to conduct trials and use available infrastructure or services. You should explain how you will enable an open testbed and overcome issues with sharing sensitive commercial information and operations with potential competitors.
* Describe how the project will contribute to developing the UK’s capabilities in the emerging 5G environment. This should demonstrate a good understanding of relevant industry sector and cross sector requirements and strengths.
* Describe any potential international visibility of specific aspects of your project, for example in developing trade and supply chain links.
* Describe your approach for the identification and dissemination of lessons learned and project outcomes, including to wider 5GTT Programme participants and [UK5G](https://uk5g.org/).
* Describe the key features of your delivery and commercial approaches that will be suitable to be replicated by other projects.
* Describe how the project activities contribute to the development of a safe, secure and resilient UK 5G network.

**550 word limit** |
|  |

**D Section 2: Project delivery (40%)**

|  |
| --- |
| **Question 5: What is the delivery consortium, and how will it operate to deliver the project? (15%)**Your answer to this question should address all of the criteria relating to the proposed consortium described in the “Eligibility criteria” section of the RCC Overview and Application Guidance.* Describe the roles, responsibilities and relevant skills and experience of all partners that are relevant to the approach you will be taking.  Do they have experience working in the proposed locality? Do members of the consortium have a history of working together?
* How will your consortium help the UK to underpin and increase a diverse and secure supply chain for digital infrastructure?
* Describe the organisational structures, policies, and processes that will be put in place to understand, assess and systematically manage security risks.
* What capability does the consortium leader have to lead successful delivery?
* Include a diagram of the organisation and describe the relationships between the organisations involved in your application. This should be an appendix in .pdf format and up to two pages long.
* Set out a fully costed delivery plan including specific activities, resourcing, timeframes, milestones, deliverables and critical success factors. This should be an appendix in .pdf format and up to five pages long. Please indicate which members of the delivery consortium are responsible for each component of the plan. The plan should be consistent with the details of your funding request in response to Question 8. The delivery plan should be fully costed, following the “5G Testbeds and Trials - Eligible Project Costs Guidance” document. Assume any project activities for which grant funding is applied for should begin from January 2020.
* The costings should demonstrate that DCMS-funded activities constitute experimental development and are compliant with state aid requirements. Confirm that the grant amount requested from DCMS includes any irrecoverable VAT, all fees and charges, and appropriate allowance has been made for any price inflation during the project period.
* Describe how the consortium will access the assets and data required to deliver the project, in particular those required for access to spectrum and the delivery of infrastructure. Are the asset owners, or those responsible for permitting access to them, members of the consortium? If not, explain why not and can they demonstrate strong commitment to collaborate, for example in the form of letters of support?
* Describe the main risks and dependencies of your proposed RCC project, together with mitigations. You may include a single appendix in .pdf format and up to two pages long to support your response.

**1100 word limit** |
|  |
| **Question 6: What is your approach to ensuring a commercially sustainable environment after the period of DCMS funding? (12.5%)**This section is seeking information about commitments and sources of funding that will remain in place *after* the period in which DCMS funding supports the project. Commitments and funding that the consortium will make available to deliver the project within the period of the DCMS grant are covered in Question 8.* **Describe the ongoing operation of project assets, infrastructure and services by the consortium:** what longer term roles do you see for consortium members in sustaining delivery of the project beyond the period of DCMS grant funding?
	+ Who will own and operate infrastructure and data assets?
	+ What is your approach to maintaining the availability of any infrastructure, facilities, relevant services and data?
	+ How you will attract other trials from organisations involved in the project and from additional organisations? This may include 5G and non-5G trials.
	+ How could the project be further developed, scaled and improved beyond the timeframe or outside of the scope of the project as described so far?
	+ What future sources of funding including from cost savings on the delivery of public services, or income from commercial sources such as fees paid for access to the network, data generated by it, or services delivered using it do you plan to access?
* **Describe the sustainability and scalability of products and services developed by the consortium:** for products and services that will be developed by members of the consortium, are the relevant budget-owning representatives of the organisation committed to long-term investment in, and support of, those services, if the project proves they are viable? Have budget-owning representatives from potential customers of those projects expressed a strong interest in purchasing them?
* **Describe the sustainability and scalability of third party products and services:** how will you attract and support members of the consortium and third-party organisations to use the project to develop new products and services with long-term independent commercial viability, and support them scaling beyond the project? This could include services operated by organisations from the public, private, third and academic sectors. Through what process will you validate that proposals to use the project to develop new products and services have realistic and complete commercial cases?
* **Describe the extension to other rural regions:** how will the project lead to the delivery or acceleration of delivery of similar services and infrastructure to other rural areas? Do members of the consortium intend to extend or scale delivery to other rural areas themselves? Or if the model used in the project is replicable once proven to other areas without requiring DCMS funding, how will the consortium disseminate experience and contribute to capability building and barrier busting?

**900 word limit** |
|  |
| **Question 7: What local strengths and commitment will support delivery of the project? (12.5%)*** Describe how there is strong, clear leadership of the consortium partners and, as appropriate, related regional organisations such as Local Enterprise Partnerships and regional innovation ecosystems that could contribute to the success and impact of the project.
* Describe the relationships between your consortium and other relevant local bodies such as Local Enterprise Partnerships and innovation and business support organisations. Are good working relationships already in place?
* Describe the commitment from senior leaders locally to the project, including both from those organisations forming part of your proposal and from other relevant major local stakeholders. This should specifically include organisations from whom the project will require assets or access to assets. Letters of support should be included as an appendix to this question.
* DCMS will expect the leaders of local authorities, where involved in the project and relevant, to commit during project delivery to becoming champions for the DCMS Barrier Busting Task Force.
* Describe existing or planned engagement with local individuals, local or wider businesses and other stakeholders that are relevant to any of your answers to this application.
* If relevant, please provide details of timings, scale and outputs of existing testbed, trial, pilot or similar projects that are relevant to this project, including details of scope, timings, scale and parties involved in delivery. Set out the successes and failures of these projects and the lessons learnt, which will be applicable to this project.
* Describe the network and any other infrastructure that will be available for use in the project, and your approach to accessing it. How will you secure investment in mobile infrastructure, or accelerate plans to deploy it? How will the project secure access to spectrum? How would you go about discovering and managing ownership and access arrangements for relevant assets that are likely to be utilised as part of providing connectivity solutions.

**900 word limit** |
|  |

**E Section 3: Funding and added value (20%)**

|  |
| --- |
| **Question 8: What is your proposal for financial and non-financial contributions to the project? (12.5%)**Your answer to this question should be compliant with the guidance in the “Competition outline” section of the RCC Overview and Application Guidance on the use of DCMS funding, including its distribution amongst consortium partners, and the provision of match funding by members of the consortium.You should give reasonable and justifiable indications of the commitments that members of the consortia and other relevant organisations will be able to make in agreement with DCMS if RCC funding is made available to you.The consortium will need to demonstrate the ability to commit sufficient funds, resources and assets to make the project viable; it should also demonstrate the ability to attract additional funds during the grant funding period (for example, from investors, research and innovation agencies and corporate R&D funding) to support third parties in using the project to test and develop new products and services. This question is specific to the funding that will support delivery of the project during the period of the DCMS grant. Sources of funding to sustain activities beyond the grant period are covered in Question 6.* Detail the estimated project cost for each work package. Make clear the level of contribution from each project participant and the level of grant funding requested from DCMS. A summary of this information should be provided in the financial summary table in this application form.
* Provide a narrative description summarising what each project participant will be delivering and the costs associated.
* Provide a cost breakdown of forecast expenditure on the project. Identify costs for the testbed and funded trials separately. Explain how the costs have been calculated.
* Detail the spend profile by month, linking it to milestones and deliverables as needed. This should be fully consistent with the dates you have specified in the project plan.
* Describe any sub-contractor costs and why they are critical to the project and are not grant receiving consortium members.
* Describe how you will secure or accelerate investment in and deployment of 5G infrastructure and services through the project.
* Describe what the organisations involved in your application will commit to the project, in terms of financial and non-financial contributions as well as leveraging other available resources and assets. Confirm which organisations have agreed to provide financial and/or non-financial contributions and whether they represent capital or revenue.
* Set out how you will ensure value for money through your sourcing approach and supply chain.
* Identify the amount of DCMS grant and other funding you will set aside for working with other participants in the 5GTT Programme. A minimum of 2-4% of grant funding is required.
* Describe any criteria or constraints that are likely to have a significant impact on the availability or timing of financial and non-financial contributions.
* Describe your relationship with funding bodies such as investors, research and innovation agencies and corporate R&D bodies in a position to fund third parties to use the project to develop new products and services, and your track record in attracting funding from them.
* Describe how the funding made available to match DCMS funds meets the state aid requirements.
* Noting that DCMS can only provide grant funding following evidence of expenditure, how will the consortium access working capital?
* Confirm that the grant amount requested includes any irrecoverable VAT, all fees and charges, and appropriate allowance has been made for any price inflation during the project period.
* Confirm that all grant funding claims do not extend beyond 31 March 2022.

Assessors need to be confident the project can be delivered to the stated cost. They will consider:* The response to this question and the supporting financial information provided.
* The suitability of the proposed costs - costs considered excessive will be a cause for serious concern.
* The total amount of grant funding requested from DCMS.
* Whether there is an appropriate level of contributions from public sector organisations who are key project partners.
* Whether there is a significant contribution from any public sector organisation who is the lead project partner.

**900 word limit** |
|  |
| **Question 9: What is your approach to evidencing the added value and impacts of the project? (7.5%)*** Tell us what you are intending to, or could, deliver without government funding, and what difference government funding would make.
* Describe how you will baseline, measure, document and report over time on the value added by, and the impacts of, the project. Include some suggested quantifiable metrics and qualitative measures in your application. (Please refer to the “5G Testbeds and Trials - Potential Monitoring Indicators / Quarterly Benefits Reporting Template” document). You will be expected to work with the 5GTT Programme team on the monitoring and evaluation of benefits, reporting quarterly.
* Added value should include social, economic and environmental value in addition to any financial revenues delivered by the project. This value should be related to national United Kingdom priorities such as productivity, sustainability and social mobility, and to specific local issues, challenges and opportunities set out in Section 1 of the questions.
* Describe any additional areas of added value not set out elsewhere in your application.
* To note that the reporting of benefits will be considered a deliverable of the project and will feed into the programme’s evaluation.

**550 word limit** |
|  |

**F Appendices**

|  |
| --- |
| **Required**For Question 5, “Include a diagram of the organisation and describe the relationships between the organisations involved in your application...” This should be an appendix in .pdf format and up to two pages long, attached to your application.For Question 5, “Set out a fully costed delivery plan including specific activities, resourcing, timeframes, milestones, deliverables and critical success factors...” This should be an appendix in .pdf format and up to five pages long, attached to your application.For Question 7 (and, where relevant, Question 5), attach to your application letters of support from each of the organisations listed in your application, signed at a senior level. We would expect each letter to state, as a minimum:* Support for participation in and delivery of the RCC project.
* Confirmation of the roles and responsibilities that the organisation will undertake.
* Acknowledgement of willingness to provide financial and/or non-financial contributions, including the potential nature and likely sources of contributions, and any caveats that apply at this initial stage of project development. We do not require that you commit to specific figures at this stage but an indication of potential amounts against any specific activities will be helpful.
* Intention to invest beyond the project in the sustainable development of new products and services trialled through it.
* Intention to buy or procure new products and services trialled through the project as a potential customer.

All proposal submissions also require completion of the Project Finance Form by each partner. The Project Finance Forms provide details on the eligible project costs for each partner in the consortium. Project Finance Forms are required from each industry partner for any submission, irrespective of grant value.Each organisation in the project must provide a Project Finance Form using the template which is provided.Each Project Finance Form provides a detailed breakdown on each organisation’s total eligible project costs. All total figures listed in the Finance summary table must match those totals within the Project Finance Forms. The “5G Testbeds and Trials - Eligible Project Costs Guidance” document contains detailed information on which project costs are eligible for funding, how to complete the finance forms as well as submitting any academic costs into the Je-S system (a requirement for all academic partners).**Optional and assessed, if included**For Question 1, “Describe the geographical area the project will cover…” you may include a single appendix, attached to your application, in .pdf format and up to two pages long to support your response.For Question 2, “For proposals that contain plans to deliver or accelerate the delivery of local mobile connectivity in the project area…” you may include a single appendix, attached to your application, in .pdf format and up to two pages long to support your response.For Question 5, “Describe the main risks and dependencies of your proposed RCC project, together with mitigations….” you may include a single appendix, attached to your application, in .pdf format and up to two pages long to support your response.**Optional but unassessed** Any information beyond the above should be included in an appendix as links, e.g. to any existing documents/brochures, which explain in more detail the local environment, initiatives or other relevant details. These will not be considered as part of the assessment process but should aim to provide more in-depth background information of the wider context in which the project will form part of. Note that the evaluation team will not consider these materials when scoring proposals. |
|  |

**G Finance Summary**

Please complete the following finance summary.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1. Organisation name | 2. Company registration number | 3. Enterprise category | 4. Postcode where majority of work will be done | 5. Contribution to project by each organisation(£) | 6. Funding sought from DCMS(£) | 7. Other funding from public sector bodies(£) | 8. Total(£) |
| Lead org. |   |   |  |   |   |   |   |   |
| Partner 1 |   |   |  |   |   |   |   |   |
| Partner 2 |   |   |  |   |   |   |   |   |
| Partner 3 |   |   |  |   |   |   |   |   |
| Partner 4 |   |   |  |   |   |   |   |   |
| Partner 5 |   |   |  |   |   |   |   |   |
| Partner 6 |   |   |  |   |   |   |   |   |
| Partner 7 |   |   |  |   |   |   |   |   |
| Partner 8 |   |   |  |   |   |   |   |   |
| Partner 9 |   |   |  |   |   |   |   |   |
| Partner 10 |   |   |  |   |   |   |   |   |
| Partner 11 |   |   |  |   |   |   |   |   |
| Partner 12 |   |   |  |   |   |   |   |   |
| Partner 13 |   |   |  |   |   |   |   |   |
| Partner 14 |   |   |  |   |   |   |   |   |
| Partner 15 |   |   |  |   |   |   |   |   |
| Partner 16 |   |   |  |   |   |   |   |   |
| Partner 17 |   |   |  |   |   |   |   |   |
| Partner 18 |   |   |  |   |   |   |   |   |
| Partner 19 |   |   |  |   |   |   |   |   |
| Partner 20 |   |   |  |   |   |   |   |   |
| **Total (£)** |   |   |   |   |

This should be completed for the full duration of the project ending 31st March 2022.