Guidance Notes for

The SCSP Innovation Fund 5G and Advanced Wireless Technology Application Form

Introduction

These guidance notes will help you complete the application form for the Smart and Connected Social Places (SCSP) Innovation Fund, ensuring that your submission aligns with the assessment criteria. Please read through this document carefully before you begin. For any accessibility issues or questions please email

5GFund-GCR@glasgow.gov.uk

Key Points to Remember

- **Strict Word Limits**: Each section has a maximum word count, which must be adhered to.

- **Project Alignment**: Projects must align with one of the three themes: Smart Social Housing, Connected Care and Wellbeing, or Data Aggregation and Business Intelligence.

- **Submission Deadline**: All applications and required documentation must be submitted online by **midday on 16th September 2024**.

- **Ensure descriptions are clear and concise**, please explain any acronyms used.

- Label the financial table or excel worksheet, with your **Company Name AND Project Title.**

- For scoring purposes, **each section is weighted differently**, as noted by the percentage allocation within the title.

- Locally save a copy of your application responses, you will be able to copy and paste into the online form.

Fund Focus

All projects must be aligned to the focus of the grant fund.

- **Smart Social Housing & Other Assets**. Deploying at-scale connectivity, digital and data solutions across social assets to improve the health and performance of the asset and the health and wellbeing of the citizen. Harnessing the potential of connectivity, digital and data solutions to support net zero and energy efficiency outcomes in social homes and other social assets, informing future investments in net zero housing and retrofit programmes, whilst improving the energy efficiency of social homes to reduce fuel bills for tenants.

- **Connected Care & Wellbeing.** Leveraging connectivity, digital, and data solutions to keep people safe, well, and socially connected in their own home or in their local communities, enabling right-time and right-place care and support interventions to promote wellness and prevent illness. All whilst realising whole system benefits for Councils, Health and Social Care Partnership (HSCPs), the NHS, and other partners.

- **Data Aggregation & Business Intelligence.** Identifying and testing digital solutions (Smart Devices, IoT Sensors, Health Solutions, Care Solutions, Connection Solutions, Compliance Solutions, other, etc) to assess the potential for aggregating and sharing data and providing actionable insights to transform services and improve lives across the Glasgow City Region (GCR).

Section 1: Applicant Information (Disqualification if incomplete)

This section captures key details about your organisation. Make sure all fields are completed accurately.

- **Organisation Name**: Enter your organisation's legal name, including any registration or VAT numbers if applicable.

- **Primary Contact Name**: Provide the full name of the person responsible for the application.

- **Contact Information**: Include both an email address and a mobile phone number.

- **Local Authority**: Select the Scottish local authority where your project will have an impact from the dropdown list.

    - East Dunbartonshire Council,
    - East Renfrewshire Council,
    - Glasgow City Council,
    - Inverclyde Council,
    - North Lanarkshire Council,
    - Renfrewshire Council,
    - South Lanarkshire Council,
    - West Dunbartonshire Council.

- **Organisation Type**: Choose from the options provided.

    - Company Ltd by Guarantee,
    - Community Interest Company (CIC),
    - Scottish Charitable Incorporated Organisation (SCIO),
    - Constituted Charity,
    - Voluntary Sector Organisations (including unincorporated),
    - Housing Associations/Friendly, Mutual or Registered Societies
    - Colleges,
    - Universities,
    - Individuals, Sole Traders, SME or Ltd Companies that from part of a recognised local enterprise or innovation group (i.e. Accelerators, Incubators, Catapults etc).
    Other (add company type to box, please check eligibility criteria).

We will not accept applications from the following:
Statutory/Public Bodies such as any of the local authorities within Glasgow City Region and its Arm's Length External Organisations, Community Councils, NHS, Police Scotland etc.

Governance Outline (Max 100 words; 5%)

In this section, describe how your organisation is structured to support the successful delivery of this project.

- **Mission and Aims**: Begin by briefly stating your organisation's mission and core aims.

- **Governance Structure**: Outline your governance model, highlighting how decision-making processes are structured. Mention any committees or key leadership roles that are relevant to project oversight.

- **Operational Capacity**: Emphasise the resources, expertise, and systems in place to ensure your project is managed effectively and aligns with your strategic objectives.

Section 2: Project Overview (15%)

This section provides assessors with an understanding of your project's aims and context.

- **Project Title**: Choose a concise and informative title that reflects the core focus of your project.

- **Problem Statement (Max 150 words)**: Clearly define the problem your project addresses, highlighting the specific need or opportunity within your region.

- **Project Description (Max 500 words)**: Detail your project's objectives, key activities, and intended high level outcomes (Section 3 allows you to explain the outcomes in more detail). Outline the technology readiness level of any devices being used, if they are not already available for commercial / public use.

- Include which of the three core themes your project aligns with:

    o Smart Social Housing and Other Assets

    o Connected Care and Wellbeing

    o Data Aggregation and Business Intelligence

- **Project High Level Timeline (Max 300 words)**: Describe the timeframe for the project, including start and end dates. If the duration is shorter than three months, provide a justification for robust analysis in the period provided.

- **Project Partners (Max 150 words)**: List any partners involved, their roles, and how their collaboration strengthens the project and potential outcomes.

Section 3: Project Delivery and Outcomes (30%)

Focus on how the project will be delivered and its expected results.

- **Project Delivery Plan (Max 300 words):** Provide a clear timeline, highlighting key milestones and specific activities. Be clear about who will deliver each part (name individuals/partners and explain their roles), when the activity will take place, and who will benefit. Ensure that you explain if your project is using a proven technology. Outline if this project is unique or has been undertaken in a different area and what you are testing, that is different/the same compared to the original project/findings. When using technology, highlight where the technology is on the technology readiness scale, e.g. Level 5 prototype validation has been undertaken, etc.

- **Expected Outcomes and Impact (Max 300 words; 35%)**: Explain the measurable outcomes and broader impact of your project. How will you measure success? What difference will the project make to the identified community?

Section 4: Financial Information (5%)

Provide a comprehensive breakdown of your project budget in a table or xls worksheet, please label the file with both your company name and project title.

- **Budget Breakdown**: Present your budget using the detailed table format provided in the completed application form example, including details on how much funding you are requesting for what purpose and any other sources of income. Ensure the figures are realistic and clearly linked to your project activities, with as much detail as possible. Please note that you will be expected to provide evidence of spending.

Please note:

This grant is subject to the Subsidy Control Act 2022. Each successful organisation will have to provide a self-declaration, stating that they have not breached the grant funding limits. Minimal Financial Assistance (MFA) grants can be **awarded up to value of £315,000 over a rolling three financial year period last 3 years.**

Upon award, each successful organisation will have to provide self-declaration evidence regarding MFA, and should seek its own independent legal advice.

Section 5: Sustainability (10%)

This section assesses the long-term viability and scalability of your project.

- **Sustainability Plan (Max 200 words)**: Describe how the project outcomes will be sustained beyond the initial funding period. Consider how you could scale the project and roll it out to other GCR local authorities with similar / different demographics.

Scoring Criteria

- All projects will be independently assessed on their own merits,
- Project will be reviewed by an independent review panel,
- Should the fund become oversubscribed, each project will be ranked in order of scoring,
- Each application will be scored in accordance with the awarding criteria table below;

Score	Rating	Description
5	**Outstanding**	Fully meets the criteria with comprehensive detail, offering clear added value and innovation.
4	**Above Average**	Meets the criteria well, with some additional benefits and a strong understanding of requirements.
3	**Satisfactory**	Meets the criteria with no significant concerns; provides sufficient information.
2	**Needs Improvement**	Partially meets the criteria; lacks some evidence or includes minor weaknesses in the response.
1	**Insufficient**	Limited attempt to meet the criteria; lacks detail and clarity, with significant gaps.
0	**Unacceptable**	Fails to meet the criteria; little to no relevant information provided.

N.B *The example application provided, averaged an overall score of 4.*

Additional Tips for Success

- **Align with Strategic Objectives**: Ensure your project aligns with the SCSP Fund's broader goals of promoting economic growth, fostering innovation, and addressing key social challenges.

- **Evidence of Partnership Working**: Where relevant, emphasise collaboration and partnership working. Demonstrate how your project is supported by a network of stakeholders.

- **Focus on Clarity and Brevity**: Given the word limits, be concise and direct. Use bullet points where appropriate (and financial tables), avoid jargon and explain any acronyms used.

- **For any additional questions**: Email the 5GFund-GCR@glasgow.gov.uk

  - All questions will be anonymised and added to the FAQ section of the grant website. This will be continually updated up until the closing deadline, in which there will be a **final FAQ released on Tuesday 10th September.**