

## Application Form (Example)

### SCSP Innovation Fund 5G and Advanced Wireless Technology

*This example is for illustrative purposes only, where [brackets] are used, in a real example a location or local authority should be used.*

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#### Section 1: Applicant Information

- **Organisation Name:** Housing Solutions CIC (Company No. SC123456)
  - **Primary Contact Name:** Mrs Jane Smith
  - **Contact Information:** [jane.smith@copmanyname.org.uk](mailto:jane.smith@copmanyname.org.uk), M; [07912345678](tel:07912345678)
  - **Local Authority Area:** [East Dunbartonshire, East Renfrewshire, Glasgow, Inverclyde, North Lanarkshire, Renfrewshire, South Lanarkshire, West Dunbartonshire.]
  - **Organisation Type:** Community Interest Company (CIC)
  - **Governance Outline (100 words, 5%)**

Housing Solutions CIC focuses on enhancing the living conditions of social housing tenants through innovative solutions. We have a robust governance structure, including a Board of Directors with extensive experience in housing, finance, and community engagement. The Board is supported by a dedicated project team responsible for operational management and delivery. Our governance model prioritises transparent decision-making and community involvement, ensuring the effective oversight of all projects. We are financially stable with strong audit controls, allowing us to successfully deliver high-impact initiatives within budget and on time.
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#### Section 2: Project Overview (15%)

- **Project Title:** Energy-Efficient Smart Homes for Low-Income Residents
- **Problem Statement (150 words)**

The rising cost of living has disproportionately affected low-income households in [one of the 8 local authorities], particularly in relation to energy bills. Many social housing units are energy-inefficient, resulting in higher fuel poverty rates.

This project addresses the need for a scalable, data-driven solution that optimizes energy consumption in these homes while maintaining tenant comfort. By integrating IoT sensors and smart meters, we aim to provide real-time insights into energy usage patterns, enabling both tenants and housing providers to make informed decisions that reduce waste and lower costs. This project will explore how smart technology can support affordable living.

- **Project Description (500 words)**

Our project seeks to deploy energy-efficiency solutions in 25 social housing units across [one or more of the eight local authorities]. The core objectives are to reduce energy consumption by at least 15%, decrease fuel poverty, and demonstrate the scalability of smart home technologies in the social housing sector, using existing proven technologies.

The technology that we will be using is rated at the highest TRL Level 9, (TRL 9: actual technology qualified through successful mission operations).

- We will:

1. **Install IoT sensors and smart meters:** Existing proven devices will be installed in each participating home to monitor real-time energy usage.
2. **Provide tenant engagement and training:** We will conduct workshops and distribute materials to educate tenants on using the technology and optimizing energy consumption.
3. **Data aggregation and analysis:** Data collected from the sensors will be securely aggregated, anonymized, and analysed to identify energy-saving trends and areas for improvement.
4. **Partnership with energy advisors:** We are collaborating with a local energy consultancy to offer personalized advice to tenants based on the data collected.

The project aligns with the **Smart Social Housing and Other Assets** theme and supports [one of the 8 Local Authorities] broader objectives of reducing carbon emissions and tackling fuel poverty. The intended outcomes include reduced energy bills for tenants (evidence will be provided to show pre and post installations), improved living conditions, and a scalable model that can be rolled out across the city.

- **High Level Timelines (300 words)**

The project will run from 1st November 2024 to 28th February 2025. This 4-month period includes the winter season, where energy consumption peaks, providing the most accurate data for analysis.

**Phase 1 (November):** Installation of devices and tenant onboarding.

**Phase 2 (December - February):** Ongoing monitoring, tenant support, and data collection.

**Phase 3 (February):** Analysis, reporting, and case study development.

The timeline is short but sufficient to capture relevant data on energy consumption patterns during peak usage months. This compressed time frame ensures results are delivered before the SCSP funding deadline while providing enough data for meaningful insights.

- **Project Partners (150 words)**

Our key project partners include:

- **Partner 1 [in your application you will need to name these]:** Providing technical expertise in energy management and data analysis.
- **Partner 2 Council Housing Department:** Facilitating access to housing units and supporting tenant engagement.
- **Partner 3 Tenant Advocacy Group:** Offering a direct link to tenants, ensuring their needs and concerns are addressed throughout the project.

Each partner brings unique expertise that strengthens the project, ensuring a comprehensive approach to tackling energy inefficiency in social housing.

[N.B in your application you will not need to name each partner, the numbering is used for illustrative purposes only]

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### **Section 3: Project Delivery and Outcomes (30%)**

- **Project Delivery Plan (300 words)**

#### **Timeline and Activities:**

- November: Device installation and tenant onboarding (workshops and support sessions).
- December to February: Data collection and ongoing tenant support.
- February: Analysis and development of a comprehensive case study and sustainability assessment.
- March: Final reporting, presentation of findings to stakeholders and case study.

**Milestones:**

- By 15th November: All devices installed.
- By 20th January: Mid-project review and preliminary insights shared with tenants.
- By 28th February: Data analysis completed.
- By 15th March: Final report and recommendations submitted.
- Weekly review meetings will take place with the GCR funding team to demonstrate that the project is on track.

**Who Benefits:**

The primary beneficiaries are low-income tenants who will see a reduction in their energy bills and an improvement in their overall living conditions (measured through consumption, bills and tenant attitude survey). The City Council will also benefit by gaining a scalable model for smart home technology implementation across the wider housing stock.

- **Expected Outcomes and Impact (300 words, 35%)**

The project's primary outcomes include:

1. **15% reduction in energy consumption:** Measured through IoT data and verified by third-party consultants and anonymised tenant bills (eg tenant 1, 2, 3 etc).
2. **Enhanced tenant engagement:** Tenants will be better informed and more proactive in managing their energy usage.
3. **Scalable model:** The project will produce a case study with recommendations for scaling the initiative across other social housing units in [one of the 8 regions],.

The broader impact includes tackling fuel poverty, reducing carbon emissions, and providing evidence for future investment in smart home technologies. We will measure success using pre- and post-project surveys, energy usage data, and tenant feedback. Insights from the project will be used to advocate for policy adjustments and funding for city-wide rollouts.

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**Section 4: Financial Information (5%)**

- Budget Breakdown**

<b>Cost Category</b>	<b>Description</b>	<b>Total Cost (£)</b>	<b>Grant Requested (£)</b>	<b>Other Funding Sources (£)</b>
<b>Employee Costs</b>	Project Manager salary (4 months)	£12,000	£10,000	£2,000 (Internal Funds)
<b>Activity Costs</b>	Tenant workshops, training materials	£3,000	£2,500	£500 (Local Partner Grant)
<b>Running Costs</b>	Data platform subscription, office costs	£2,500	£2,500	£0
<b>Capital Expenditure</b>	IoT sensors and smart meters	£6,000	£6,000	£0
<b>Professional Fees</b>	External evaluation and reporting	£2,500	£2,500	£0
<b>Total</b>		<b>£26,000</b>	<b>£23,500</b>	<b>£2,500</b>

**Section 5: Sustainability (10%)**

- Sustainability Plan (200 words)**

The project’s outcomes will be sustained through ongoing tenant engagement and support, with devices remaining in place beyond the project period. The data insights generated will be used to secure additional funding for scaling the project across the wider region.

- We have already engaged with potential funders, including energy efficiency programmes and private sector investors, who are interested in supporting the broader rollout. Our partner, Energy Savers Scotland, will provide ongoing consultancy post-project to ensure continued optimization of the smart home solutions.

- Additionally, The Local Authority is exploring policy changes based on the results, which could embed these technologies within future housing initiatives. This will ensure the benefits of the project are maintained and expanded across the city.

**Notes**

The notes section is not used within this example.