

**5G Funding Competition**

**Application Form**

August 2024

# How to Submit

Applicants must complete:

* **REQUIRED** - this application form in Word format
* **REQUIRED** - the Finance Workbook in Excel format that is available at <https://smartbelfast.city/2024/08/belfast-region-5g-innovation-funding/>
* OPTIONAL – To support your response to question 1, you may attach a PDF containing a schematic illustration of the proposed solution or service. (PDF Project Description)
* **REQUIRED** - To support your response to question 2, you MUST provide a project plan in PDF format
* **REQUIRED** - To support your response to question 2, you MUST provide a risk register in PDF format.

Each individual PDF may be a maximum of 5MB and no more than three sides of A4, in a font size that is readable at 100% zoom.

The Application Form and templates must not be altered, converted or submitted as a different file type.

The Application form and additional documentation must use the following naming format:

**Application Form:** [Organisation Name] 5G Funding Competition Application Form

**Finance Workbook:** [Organisation Name] 5G Funding Competition Finance Workbook

**Additional PDFs:** [Organisation Name] 5G Funding Competition Additional Info [Project Description / Project Plan / Risk Register]

Applications should be sent to [innovationfunding@belfastcity.gov.uk](mailto:innovationfunding@belfastcity.gov.uk). You will receive an email acknowledgement of your submission. We strongly advise familiarising yourself with the submission process well in advance of the deadline to avoid the risk that IT issues prevent you submitting your final response by the Application Deadline. Applications received after the deadline will not be considered.

# Summary Information

## Applicant Information (not scored)

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| --- | --- |
| **Applicant Organisation** |  |
| **Lead Contact Name** |  |
| **Lead Contact Email** |  |

## Public Description (not scored)

**Public Description (400 word limit)**

To comply with government practice on openness and transparency of public funded activities, we may publish information relating to funded projects. Please provide a short description of your proposal in a way that will be understandable to the general public. We may publish this information for all bids, including those not awarded funding, so do not include any commercially confidential information.

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| Type response in this box. |

# Assessment Questions

## Eligibility Questions

The following eligibility questions are designed to confirm that your project falls within the scope of the funding round and that your organisation can meet the key funding conditions. These questions are assessed on a pass/fail basis. A fail on any question will result in your application not being considered for further assessment.

|  |  |
| --- | --- |
| **Question** | **Response** |
| What is the address and postcode of the applicant organisation?  To be eligible, the applicant organisation must have a business address and operations in the Belfast Region City Deal (BRCD) area. |  |
| What is the address and postcode of the location that the project activity will primarily take place?  To be eligible, the project’s implementation and execution activity must take place in the BRCD area. |  |
| Please confirm that your application conforms to the HMG High Risk Vendor (HRV) policy outlined in the guidance.  To be eligible, applications must conform to the HRV policy. | [Confirmed / Not confirmed] |
| Please confirm that the grant amount requested does not include recoverable VAT.  To be eligible, the grant amount must not include VAT that is recoverable from HMRC. | [Confirmed / Not confirmed] |
| Please confirm that you have read, understood and will accept the terms and conditions in the draft Grant funding agreement (GFA) provided.  The terms and conditions set out in the GFA are non-negotiable. We recommend that you review this with your legal advisors and raise any queries you may have with Belfast City Council before submitting your application.  To be eligible, the applicant organisation must accept the terms of the draft GFA. | [Confirmed / Not confirmed] |
| Please confirm that your organisation meets all the financial viability criteria:   * the organisation’s Current Ratio (Current Assets/Current Liabilities) is more than 0.5 * more than half of the organisation’s capital has not disappeared because of accumulated losses * the organisation is not subject to insolvency proceedings, and does not fulfil the criteria under law for being placed in collective insolvency proceedings at the request of its creditors * the organisation has not received rescue aid where it has not yet reimbursed the loan or terminated the guarantee * the organisation has not received restructuring aid where it is still subject to a restructuring plan   To be eligible, the applicant organisation must meet the financial viability criteria. | [Confirmed / Not confirmed] |

# Assessment Questions

## Overview

In evaluating responses, we value brevity. Do not exceed the maximum word limit, but please give sufficient evidence to support your application. Tables will not be included in this word limit but should only be used where necessary. Additional diagrams and annexes should not be provided unless requested. Hyperlinks referencing further information may be included to inform more detailed understanding post-selection but will be disregarded during the assessment of applications. Do not include commercial sales messages about products or services being proposed.

Your response should provide sufficient evidence to support any assertions made and state any underlying principles or assumptions.

Where you think that part of an answer to one question is already answered in your response to another question, then please cross reference your answers.

Responses will be evaluated using the general weighting scheme set out in the following table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Weighting** | **Type** | **Word Limit** |
| 1. PROJECT DESIGN | 35% | Triage & Assessment | 1000 words |
| 2. COMMERCIAL SUSTAINABILITY | 15% | Triage & Assessment | 500 words |
| 3. FINANCIAL | 20% | Assessment | 800 words |
| 4. PROJECT DELIVERY | 30% | Assessment | 1000 words |

## Question 1 Project Design

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| **QUESTION 1**  **PROJECT DESIGN**  Word limit: 1000 words  Evaluation weighting: 35%  Describe how the project will meet the Project Design requirements set out in the Belfast 5GIR 5G Funding Competition Guidance document.  Describe the Use Case(s) that the project will deliver. Describe the specific scenario, process, method or transaction that relies on or is improved by the use of 5G and/or other advanced wireless technologies.  Describe the proposed technical solution. Provide a clear description of the existing technology and demonstrate that the project is not a product development, trial or testbed activity.  Describe the expected outcomes and explain how you will measure the impacts. Describe the economic, social and environmental benefits that the project will deliver.  You MAY support your response with images in a single PDF attachment.  Applications that score less than 3 marks for this response will be eliminated from the competition. |
| Type response in this box |

## Question 2 Commercial Sustainability

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| **QUESTION 2**  **COMMERCIAL SUSTAINABILITY**  Word limit: 500 words  Evaluation weighting: 15%  Describe how the project will meet the Commercial Sustainability requirements set out in the Belfast 5GIR 5G Funding Competition Guidance document.  How will you ensure sustained and/or increased use of the new processes and/or technologies at the end of the grant funding period?  Describe how this project will affect your longer-term roadmap for adoption of 5G and advanced wireless technologies. If your project will accelerate 5G adoption for other organisations, please explain how it will achieve this.  Applications that score less than 3 marks for this response will be eliminated from the competition. |
| Type response in this box |

## Question 3 Financial

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| **QUESTION 3**  **FINANCIAL**  Word limit: 800 words  Evaluation weighting: 20%  Describe how the project will meet the financial requirements set out in the Belfast 5GIR 5G Funding Competition Guidance document.  Applicants must complete the Finance Workbook spreadsheet and a written response in the Application Form.  In the Finance Workbook you must provide details of all capital and revenue costs that make up the total project costs and enter the value of capital grant funding that you are requesting. Please refer to the Applicant Guidance section on Eligible Expenditure, and the grant Terms and Conditions, for details on costs that may be included.  In the written response in the Application Form:  Detail how you will meet the 30% match funding requirement.  Explain how you will cover any project revenue costs during the project and after the grant funding period.  Explain why grant funding is required for your project.  Explain how grant funding will accelerate your organisation’s adoption of 5G and/or other advanced wireless technologies. |
| Type response in this box |

## Question 4 Project Delivery

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| 4. PROJECT DELIVERY  Word limit: 1000 words  Evaluation weighting: 30%  Describe how the project will meet the Project Delivery requirements set out in the Belfast 5GIR 5G Funding Competition Guidance document.  Describe how the project will be managed and how it will complete the funded activity by 31 March 2025.  The response should:   * describe how the project will be managed; * outline the key activities and their purpose; * highlight key decision points; * identify milestones, including grant payment milestones (grant payments will be made quarterly in arrears); * detail your sourcing approach for key products and services; * set out what key human resources are required for the project and which of those resources are already in place; and * how you will acquire any required human resources in the time available   You MUST support your response with a project plan in a PDF attachment.  You MUST provide a Risk Log as a PDF attachment. The Risk Log must describe the risks and their impacts, a measure of the probability and impact, and mitigation steps that will be taken. It must address the risks related to delivery dependencies on other parties and to elements of the project such as legal agreements etc. that have not yet been put in place. |
| Type response in this box |

**APPLICANT CHECKLIST**

This is provided as a useful reminder for applicants and is not required to be completed.

**REQUIRED DOCUMENTS**

All Eligibility Questions answered above? ☐

All Assessment Questions answered above? ☐

Finance Workbook completed? ☐

Project Plan in PDF format provided? ☐

Risk Register in PDF format provided? ☐

**OPTIONAL**

Schematic illustration in PDF format ☐

**REMINDER**

The Application form and additional documentation must use the following naming criteria:

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