**Welsh Government**

**Local Government Digital Transformation Fund - Round 2**

Application for **DISCOVERY** project funding

Welsh Government are funding collaborative projects that aspire to solve shared problems within local government in a common way.

Complete this form to apply for up to £80,000 of funding to do a [Discovery](https://www.gov.uk/service-manual/agile-delivery/how-the-discovery-phase-works) project through the Local Government Digital Transformation Fund.

Projects are expected to contribute any necessary resource beyond the contribution asked for from Welsh Government in this application.

All Local Government Digital Transformation Fund related information can be found

on <https://gov.wales/local-government-digital-transformation-fund>.

**How to complete this form**

1. As well as a lead authority, make sure you have at least 2 other local authorities involved as project partners in your application.
2. Make sure the lead authority has senior stakeholder commitment to the project from the relevant service manager (questions 1.3, and 2.6).
3. Make sure each project partner has a single point of contact for the project (question 3.1).
4. Make sure one of the other project partners have senior stakeholder commitment to the project (question 3.2).
5. All applications must be returned to [LocalGov.Digital@gov.wales](mailto:LocalGov.Digital@gov.wales?subject=LGDTF%20-%20Discovery%20Application%20-%20Round%201) by **11:59pm on 21 August 2020**.
6. Lead authority details

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| * 1. **Lead authority name** |
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| * 1. **Name of person leading this application**   *Single point of contact, must be from the lead authority* | |
| Name |  |
| Role |  |
| Email |  |
| Phone number |  |

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| 1.3 **Service Manager from lead authority** | |
| Name |  |
| Role |  |
| Email |  |

1. Project details

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| 2.1 **Title of the project**   * *Suggested title format: “Exploring [insert proposed ideas] to address [insert problem area]?”* * *You may want to come back to this once you’ve answered the rest of the questions* |
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| 2.2 **Describe the common problem which you propose to investigate and the**  **users involved**   * *This should be a problem which is found in multiple local authorities; the users might be both local residents and local authority staff.* * *What do you think is causing the problem?* * *What are the dependencies and stakeholders related to the problem e.g suppliers, central government?* * *What policies/business areas are relevant for your project and how does your project deliver against these?* * *With supportive narrative, please link to any relevant outputs from your previous discovery phase, either with an accessible url or page reference in an attached pdf.*   *(word count guide: 400)* |
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| 2.3 **Describe how you will research the problem area and user needs arising from it?**   * *What are your hypotheses and assumptions around the problem?* * *How are current tools, products and other projects addressing the user needs in the problem space?* * *What kind of research methods do you plan to use?* * *How will this research be undertaken on a cross council basis?* * *With supportive narrative, please link to any relevant outputs from your previous discovery phase, either with an accessible url or page reference in an attached pdf.*   *(word count guide: 400)* |
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| 2.4 **Describe the cost of the problem, at both a local and national level, and how you plan to size and validate that cost during the discovery phase.**   * *Describe the cost of the problem for project partners, including financial costs, resource costs (e.g. time spent by staff), costs to service outcomes and other intangible social costs.* * *Describe the national scale of the problem - does this apply in all districts and authorities?* * *Where possible, quantify the size or scale of the costs described, to partners or nationally. This will be indicative only, as more robust analysis is expected as part of the Discovery project.* * *With supportive narrative, please link to any relevant outputs from your previous discovery phase, either with an accessible url or page reference in an attached pdf.*   *(word count guide: 400)* |
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| 2.5 **How will you set up the project to ensure a collaborative, iterative approach between all partners?**   * *What tools will your team use to practically manage the project (given that there may be physical distance between partners), so that everyone remains actively engaged and the project progresses?* * *What governance structures will you use to allow the project partners to work together effectively throughout the project?*   *(word count guide: 200)* |
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| 2.6 **Who are the relevant service owners, policy leads and senior stakeholders that will need to be bought into the project to ensure its success?**   * *How would your project actively engage with the relevant service owners, policy leads and other senior stakeholders from each of the partner authorities?*   *(word count guide: 400)* |
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| 2.7 **Describe how your project team will have the skills and time available to deliver the project in an iterative/agile, and user-centred way?**   * *Are there any existing user research skills and experience of agile, iterative working practice in the team?* * *Will the project team undertake any training during the project?* * *Do you plan to engage any suppliers to deliver any aspects of the project?* * *If so, how will you do procure and work with them?*   *(word count guide: 400)* |
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| 2.8 **Describe any additional support you might need to run the project beyond the award of grant funding?**   * *This might include support and guidance from the Local Government Digital Transformation Team, training and development for your project team and/or leadership, support accessing the digital marketplace to procure a specialist supplier.*   *(word count guide: 400)* |
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| 2.9 **How will you share openly the learnings and outputs from the project as the work develops, both with the sector and Welsh Government?**   * *Include details of any tools and networks you plan to use, and how you will update them regularly and integrate them into your project workflow eg. sector events, blogging, Twitter, GitHub site, etc.* * *In alpha you will be creating and testing prototypes, please outline how you intend to make your outputs of alpha accessible and reusable for others, this might include plans for guidance, patterns or platforms to support reuse*   *(word count guide: 400)* |
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| 2.10 **How much funding are you applying for to complete the project?**  *● You can apply for up to £80,000 funding for a Discovery project.* |
| £ |

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| 2.11 **How will the total project budget be used?**   * *Use this table to outline an anticipated high-level project budget.* * *You can apply for up to £80,000 funding from Welsh Government for a Discovery project.* * *If the lead authority and partner authorities plan to contribute funds to the project budget, please also outline that here.* * *Please include detail of any other funding/support received to support this project* | | | |
| **Resource (e.g staff time, supplier, contractor, software, hardware etc.)** | **Time / quantity** | **Total cost / value** | **Who will pay**  **( *e.g Local Digital***  ***funding or a particular***  ***project partner)*** |
|  |  | £ |  |

Add more lines as needed.

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| 2.12 **What do you think will be your biggest barriers to success?**   * *Why?* * *How will you look to mitigate these?*   *(word count guide: 400)* |
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| **2.13 How do you plan to progress to Alpha?**   * *If you are successful in your bid for funding, how do you plan to move to the Alpha phase* * *How will an Alpha phase be funded if you are unsuccessful in gaining further funding through the Local Government Digital Fund?*   *(word count guide: 300)* |
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1. Project partner details

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| 3.1 **List all the project partners and/or local authorities working on the project, and the single point of contact person for each:** | | | | |
| Project partner name | Name of single point of contact | Role of single point of contact | Email of single point of contact | Phone number of single point of contact |
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Add more lines as needed.

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| 3.2 **Service Manager or Senior Responsible Officer (SRO) from project partners (not the lead authority)** | |
| name of project partner 1 |  |
| name of SRO |  |
| role of SRO |  |
| email of SRO |  |
| name of project partner 2 |  |
| name of SRO |  |
| role of SRO |  |
| email of SRO |  |

4. Agreement with Welsh Government

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| 4.1 **Confirm that you commit to delivering the project outputs listed in the table below by 26/02/2021.** | ***Type ‘yes’ or ‘no’*** |
| A business case or benefits case that explains the cost of the problem and the potential for savings - both to the councils involved and on a national scale. |  |
| A user research report, justifying the project’s conclusions. |  |
| A conclusion justifying why the project should either move into an alpha phase, extend the discovery phase, repeat discovery with a redefined scope, or if the project should stop altogether. |  |
| A funding application for a subsequent phase of development, if appropriate. |  |

All application content and project outputs may be published on our website for the sector to learn from and encourage further collaboration.

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| 4.2 **Agreements with Welsh Government** | ***Type ‘I agree’*** |
| We have read and agree with the conditions set out within the Local Government Digital Transformation Fund prospectus dated July 2020. |  |
| We are happy for Welsh Government to publish this application online so that local authorities can see what we are working on. This will include the name and email of the single point of contact of the lead authority to enable potential partners to contact you directly. |  |
| We agree to provide Welsh Government with a monthly Highlight Report. |  |
| We agree to take part in an online user feedback survey based on the application process. |  |
| We are happy for all outputs from this project to be published under open license with a view to any organisation accessing, using or adopting them freely. |  |
| We agree to work collaboratively with Welsh Governments lead contact, share project related data, take part in Welsh Government organised events as appropriate and have regular meetings and open conversations about project scope, delivery and outputs. |  |
| We agree to include #LocalDigitalWales on all publicity materials associated with the project. |  |