**Innovate to Save**

**Research and Development - Application Form**

*This form is intended to be used to draft your application. To apply, please complete this* [*online application form.*](http://www.surveygizmo.com/s3/4197045/Innovate-to-Save-Research-and-Development-Application-Form-v2)

Before completing this application ensure you have read the guidance for applicants which can be found here <https://www.nesta.org.uk/sites/default/files/application_guidance.pdf>

We strongly recommend that you read the FAQs and/or speak to a member of the Y Lab team before submitting your application. If you haven’t already had a conversation or you would like more information, please contact Amy Richards (amy.richards@nesta.org.uk) to book in a conversation.

When completing this application form, please be clear and concise in your answers - bullet points are welcome for longer answers.

**Project Title**

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| *Enter text here - no word limit* |

**Name, address and contact details of lead organisation (inc any company or charity numbers):**

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| --- |
| *Organisation* |
| *Street address* |
| *Town/city* |
| *County* |
| *Postcode* |
| *Email address* |
| *Phone number* |
| *Company number* |
| *Charity number* |

**Part 1 - The Challenge**

Tell us about the service area you work in with a particular focus on your understanding of who your service users are and their needs and behaviours;

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| *Enter text here - 300 words* |

Tell us about the particular challenge, problem or opportunity that you’ve identified. Where possible, make sure that this is backed up with evidence. There’s no need to tell us how you intend to solve it in this section - we’ll come to that later in the form.

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| *Enter text here - 300 words* |

Tell us about the scale of your challenge - is it limited to your organisation or does it also exist in other services or geographic areas? Can you quantify it? How many people are affected? What sort of cost does it impose?

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| *Enter text here - 200 words* |

**Part 2 - The Idea**

Tell us about the idea that you want to test through a Research and Development project. What activity will you undertake? (If your idea involves the use of new technology, tell us about the technology you’ll use, whether it’s being created specifically for this project or an existing platform, tool or service and the reasons why you’ve chosen it).

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| *Enter text here - 300 words* |

Tell us how this idea will create improvements in the service for users.

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| *Enter text here - 200 words* |

Tell us how this idea will create savings for your organisation, the *anticipated* value of those savings and the time scale over which they will be realised.

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| *Enter text here - 300 words* |

Tell us about any legislation or guidance which may inform or create barriers for this particular idea.

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| Enter text here - 300 words |

Do you anticipate any secondary or other non-financial benefits accruing from this project? If so, please set them out here.

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| *Enter text here - 200 words* |

Tell us how the idea was formulated - who was involved in the process, has this been tried outside of your organisation in the past, does this build on existing practice or thinking?

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| *Enter text here - 200 words* |

**Part 3 - The Team**

Project team members:

Project Manager - Name, job title, email, address, phone;

Please tell us a bit about the project manager’s current role and why they have been chosen to lead this project.

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| *Name* |
| *Job title* |
| *Organisation* |
| *Street address* |
| *Town/city* |
| *County* |
| *Postcode* |
| *Email address* |
| *Phone number* |
| *Company number* |
| *Charity number* |
| Please tell us a bit about the project manager’s current role and why they have been chosen to lead this project. |
| *Enter text here - 200 words* |

Executive Sponsor - Name, email, address, phone;

Please provide us with the name, job title, contact details and a supporting statement (attached on headed paper) from your executive sponsor. This should be a senior member of staff and indicate their support for the project and why it is strategically important for your organisation.

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| --- |
| *Name* |
| *Job title* |
| *Organisation* |
| *Street address* |
| *Town/city* |
| *County* |
| *Postcode* |
| *Email address* |
| *Phone number* |
| *Company number* |
| *Charity number* |

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| Document upload |

Additional partners or team members

Please tell us about any additional partners or team members, their role, experience and the reason why they have been included in the project.

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| *Enter text here - 400 words* |

**Part 4 - The R&D Plan**

Tell us what you plan to research during the R&D phase. What key questions are you looking to answer? What data is or knowledge is missing from your current plan? What are you assuming that could be tested? We anticipate that projects will need between 6-11 months of R&D, depending on the nature of the project.

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| *Enter text here - 400 words* |

What data will you use as benchmarks against which performance (service improvement/savings) might be measured, research questions answered and a strategy for collecting data might be drafted?

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| *Enter text here - 200 words* |

Please set out your timetable for refining your idea, prototyping, testing and iterating. Please note, R&D projects should be delivered between September 2018 and the end of July 2019 (at which point you will be able to submit an application for loan funding)

*A template is available on the online application form, please make sure you download and complete the template before uploading to the online application form.*

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| **Activity** | **Completion date** |
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Please tell us how much you are applying for to take part in the programme. Requests for grant funding should be used to allow members of staff to undertake research and development activity, participate in workshops and support sessions. We’re accepting grant requests for amounts between £5,000 and £30,000

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| *£* |

Please set out your complete budget for the research and development phase that includes sufficient resources to deliver the R&D project and ensure enough resource is allocated to engage with programme activities. You will need to ensure that enough time is allocated to engagement activities with the programme (such as workshops and research meetings) as well as delivering your project - a minimum of 9 days should be allocated to this between September 2018 and the end of July 2019.

Please also ensure that you indicate whether each budget line is being paid for by the grant application or given in-kind/through support by the organisation or partnership.

*A template is available on the online application form, please make sure you download and complete the template before uploading to the online application form.*

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| **Item** | **Value** | **Grant/In Kind?** |
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Please tell us how you might share any lessons, insights, best practice or tools developed as a result of the R&D phase - who might this be useful for? What connections do you already have to those people? How might they best access your lessons and insights?

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| *Enter text here - 200 words* |

**Terms and Conditions**

Please tick this box to indicate that you have read and agree to the terms and conditions <https://www.nesta.org.uk/innovate-save-terms-and-conditions>

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