Appendix 1
Public Service Innovation Fund Grant Application Form

Project Owner Information	
Organisation(s) Name(s)	
Address(es)	
Lead Contact Person	
Lead Organisation (if applicable)	
Email	
Telephone Number	
Senior Manager/Approver (Name, title, email address)	

Subject Matter (title) of the project :	

1	DESCRIPTION OF THE PROBLEM (Cite relevant evidence and research where available)
1.1	What is the context of the problem to be addressed?

What is the context of the problem? **(2000 character limit)**

1.2	Describe the nature of the problem

What is the existing challenge you are trying to address? How urgent is the need to address the problem?
What currently happens and why is it a problem?
What dependencies exist? (i.e. are there any PESTLE issues that may affect the capacity of your organisation to see this project through to a conclusion?
(3000 character limit)

2	INDICATIVE DESCRIPTION
2.1	**Briefly describe how the proposed project will address the problem in an innovative way**

What is the proposed project and why is this solution innovative?
How does this solution compare to the alternative potential approaches to solving the problem?
(4000 character limit)

3	STRATEGIC FIT AND OUTCOMES FOCUS
3.1	**Alignment with strategic priorities**

3.1 Does this project support (tick all that apply):

   Programme for Government

   Your Organisation's Statement of Strategy

   Our Public Service 2020

   eGovernment Strategy

   Public Service ICT Strategy

   National Digital Strategy

   Innovation 2020

   All of Government Climate Action Plan

   Other   Please specify other :

3.2	**Indicate the expected results/use of the results of the funding. What is the ultimate objective that should be achieved? What does success lool like?**

What will be the impact of the project? This value may include quantifiable improvements through more effective services, cost reduction and avoidance, or efficiency that increases service throughput. Value should include qualitative benefits for citizens by delivering better services to the right people at the right time.

Projects may also include secondary benefits, such as creating opportunities for new partnerships between government and other organisations.

(3000 character limit)

3.3	Provide details of metrics that will be used to assess projects outputs and outcomes. If data is not yet available provide details of how it will be developed.

The application should clearly identify the expected/ targeted impacts and metrics to measure impact or approach to developing metrics if not already in place.
(2000 character limit)

3.4	Is the project/ proposal transferable to other organisations in the public service? Is it transferable to other sectors? What are the main barriers to its transfer?

Project applications should clearly identify the opportunities for project solutions, platforms, or learnings to be replicated or shared across the public sector. Projects that are applicable to very specific, narrow contexts and lack potential to have meaningful impact on a larger scale are less likely to be successful. Applicants must identify any barriers to future implementation and strategies for overcoming these barriers if the project is successful.
(3000 character limit)

3.5	Can the project be scaled up from pilot stage?
What are the key barriers to scaling up the project if successful? What would be required to overcome these barriers? **(1000 character limit)**	

4	COLLABORATION
4.1	Briefly describe the proposed/agreed interaction with others
Are you working with another Public Service Body/Government Department? Has this application been approved by the head of all the relevant organisations involved with a guarantee of all the necessary supports and governance arrangements to ensure its completion? Please provide details. **(1000 character limit)**	

5	FUNDING
5.1	Provide information on the contribution of the recipient organisation (or other organisations) in relation to project funding and staffing resources
The recipient organisations are expected to directly co-fund the project and/or provide staffing resources. The extent to which this is the case will form part of the assessment. **(1000 character limit)**	

5.2	Outline the total amount of funds being sought & indicate expected drawdown dates for funding (Note: all funding in this pilot round must be drawn down by December 2019)
(1000 character limit)	