

[insert month and year]

[insert name of council]

Productivity Expert Programme application form

### Total amount of funding for the Productivity Expert: £7,000

Nature of support requested

[explain what skills, capacity or expertise the council is looking for]

Background

[explain the background of the council, i.e. what type of council, the types of issues that are faced and what gave rise to this project proposal]

Description of assignment

[explain what the expert will be asked to do and how the council will work with them to deliver the project]

Key deliverables

[insert 3+ bulleted deliverables that the project will achieve i.e. a business case, training or new strategic plan]

Anticipated Outcomes

[insert 3+ bulleted outcomes demonstrating how the council will benefit as a result of the project]

Estimated Financial Savings/Income

It is a requirement of the grant funding that you provide the net estimated savings and or income generation achieved from the project now, and on an annual basis. This is in order to understand whether the project has worked long term, to learn further lessons and to scale the approach to other councils in the country.

Please note:

* Please write the numbers in full, so if the answer is thirty thousand pounds, please write £30,000 rather than £30k.
* The savings and income estimates should be the totals for that annual year, rather than be cumulative.
* Beware not to double count the savings and income if they relate to each other.
* Following the work with your productivity expert, you will be asked to provide your revised savings or income generation projections. Part of the productivity expert’s role will be to help you work out the best way to measure this.

Please provide a ‘business as usual’ figure for how much the service costs at the moment. This is so that we can baseline what it cost before in order to measure the change made from this project.

|  |  |
| --- | --- |
| Financial year | 2019/20 |
| Current cost of service (£) |  |

Please estimate the net savings and/or income expected as a result of the project over the next four financial years.We understand that these projects are often innovative and operate within a shifting context, therefore we are asking for your **best estimate at this time.**

If needed, please refer to [the FAQs](https://www.local.gov.uk/sites/default/files/documents/Productivity%20Expert%20Programme%20FAQs.pdf) for further guidance to fill in this section.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Expected** | **Expected** | **Expected** | **Expected** |  |
| Financial year | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
| Net cost savings (£) |  |  |  |  |
| Net cost avoidance (£) |  |  |  |  |
| Net income (£) |  |  |  |  |
| **Annual total (£)** |  |  |  |  |
| **Grand total (£)** | | | | |  |

How will the outcomes be sustained following the assignment?

[explain what council officer resource will be allocated to the project to ensure a transfer of learning from the expert to the authority]

How will the assignment be managed?

[explain how the assignment will be managed from the council’s point of view]

How will the assignment be evaluated?

How will knowledge and learning be distributed to other organisations?

[Please confirm that the council will produce an end of project case study in addition to other learning that is planned]

Contact details

Name and contact details of the assignment manager at the Council

[insert name and title]

[insert address of council]

[insert email address]

[insert telephone number/s]

Name and contact details of the Senior Responsible Officer at the Council

[insert name and title]

[insert address of council]

[insert email address]

[insert telephone number/s]

Name and contact details of the project officer responsible for providing monthly updates to the LGA if different from the assignment manager

[insert name of project officer and title]

[insert address of council]

[insert email address of project officer]

[insert telephone number/s of project officer]

Name and contact details of the assignment manager at the LGA

Grace Abel, Adviser - Productivity

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Tel: 07825 726273

