**PropTech Engagement Fund: Round 2**

Application Form

1. Introduction

The Department for Levelling Up, Housing and Communities is inviting local authorities to submit Expression of Interest applications for [Round 2 of the PropTech Engagement Fund](https://www.localdigital.gov.uk/proptech-engagement-fund-round-2). This round of funding will support projects that demonstrate how to incentivise communities to positively engage in planning conversations through guidance on the trade-offs and wider benefits of development.

**Complete this form to apply for up to £125,000 (individual local authority) or up to £300,000 (team of local authorities) of funding to deliver a project.** Applicants need to apply to deliver this project against one of the identified Themes (1-5) detailed in the [Expression of Interest Guidance](https://localdigital.gov.uk/proptech-engagement-fund-round-2-guidance).

All applications must be emailed to DigitalPlanningTeam@communities.gov.uk **by 11:59pm on 25 January 2022**. Please use the subject line ‘Application to PropTech Engagement Fund Round 2’. If you have any questions regarding the PropTech Engagement Fund, please contact DigitalPlanningTeam@communities.gov.uk.

For more information on how we will process your data, please refer to the privacy notice (Annex A) on page 6 of this document.

2. Application summary

| **Theme** | * Theme 1: Masterplanning
* Theme 2: Council-Led Development
* Theme 3: Estate Regeneration
* Theme 4: Community Development
* Theme 5: Wildcard
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| --- | --- |
| **Application type** | * Individual Application - Single Local Authority
* Joint Application - Multiple Local Authorities
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| **Local Authority**(If joint application, please list all authorities and advise who will be the lead authority) |  |
| **Primary contact from the lead authority** | Name:Role:Email:  |
| **Senior Stakeholder / Project Sponsor from lead authority** (e.g. Director of Planning)  | Name:Role:Email:  |

3. Project overview

**3.1 High-level summary of proposed project, objectives & outcomes [100-150 words]**

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**3.2 Local context and opportunities [max 350 words]**

* What is the current situation with engagement and what challenges (if any) are you facing with adopting/using digital engagement platforms?
* Why is the chosen theme important to your local authority and how can adopting digital engagement tools help?
* What project learnings do you anticipate being useful for you and other LPAs?

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4. Project plan

**4.1 Summary of your proposed project plan [max 350 words]**

Please detail how you plan to deliver the digital engagement project, including:

* Key events or milestones (please include a timeline with key dates)
* Engagement strategies - how and when do you propose to consult with the community? How are you planning to ensure different outcomes to the current situation / traditional methods?
* How will you measure success and delivery of key project objectives? How can you compare outcomes with existing baseline data or results from traditional methods?

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5. Project team

**5.1**  **Summary of your proposed project team [max 350 words]**

Please detail who will be involved in delivering the project, including:

* Proposed team and project roles
* How are you planning to work together to deliver the project?
* If there are multiple LPAs, do you have any experience working together already? What is your approach to collaboration and governance across LPAs?
* Stakeholder engagement - other groups (internal and external) you will need to work with to ensure project success

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6. Working with suppliers

**6.1 Summary of supplier(s) [max 300 words]**

Summarise what kind of supplier(s) you expect to procure, and what outputs they will deliver. Please include detail on:

* Are you currently working with any digital engagement suppliers and if so, what has been your experience so far?
* What kind of tool or service do you anticipate procuring to deliver the project? Does this already exist in the marketplace and/or are you hoping to undertake some R&D?
* What pre-market engagement have you had so far?
* If multiple LPAs are applying together, what is your expected plan for procurement?

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7. Budget

Use this section to explain how DLUHC funding will be spent (e.g. software licence cost, marketing outreach budget, backfilling roles if needed, etc). Please add or remove rows as required.

| Budget Item | Description | Amount |
| --- | --- | --- |
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8. Spatial context of local authority

Please tell us the type of context, or area type that applies to the local authority/authorities (e.g. whether the local authority is Urban or Rural, a district, unitary, borough or other type of council and your regional location) [max 50 words]

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9. Additional team contact details (for joint applications only)

Please include one Primary Contact and one Senior Stakeholder from each authority. You can add more lines as needed; there is no maximum on the number of LPAs that can work together. This section will not be assessed but will be used to keep all participating LPAs updated on the application status.

| **Project Contact List**  |
| --- |
| Partner Local Authority | Role(Primary Contact or Senior Stakeholder) | Name of contact  | Job Title | Email  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

10. Programme Support

Please let us know what assistance you may require from DLUHC to procure suppliers and / or deliver your project. This section will not be assessed, it will simply help us understand how best to support the programme. [max 150 words]

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Annex A - Privacy notice

The following is to explain your rights and give you the information you are entitled to under the General Data Protection Regulation 2016 and Data Protection Act 2018.

##### **1. The identity and contact details of the Department for Levelling Up, Housing and Communities (DLUHC) and our Data Protection Officer**

##### DLUHC is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk.

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##### **2. Why we are processing the data**

##### The government is undertaking a programme of pilots with local authorities to test the use of digital engagement tools for consultations in the planning system. We are asking Local Authorities to submit an expression of interest. Your personal data is being collected in order for the Digital Planning team to have a point of contact for the pilots project.

**3. What personal data of mine is being collected and how is it used?**

The personal data that we will be collecting is name, role, contact email, and phone number.

##### **4. Legal basis for processing the data**

##### The data protection legislation sets out when we are lawfully allowed to process your data. The lawful basis that applies to this processing is that it is necessary for the performance of a task carried out in the public interest.

##### **5. With whom we will be sharing the data**

##### This data will only be shared internally within the Digital Planning team at DLUHC.

##### **6. For how long we will keep the personal data, or criteria used to determine the retention period.**

##### Your personal data will be held for 6 months following the completion of the project.

##### **7. Your rights, e.g. access, rectification, erasure**

##### The data we are collecting is your personal data, and you have rights that affect what happens to it. You have the right to:

1. know that we are using your personal data
2. see what data we have about you
3. ask to have your data corrected, and to ask how we check the information we hold is accurate
4. complain to the ICO (see below)
5. In some circumstances you may also have the right to withdraw your consent to us having or using your data, to have all data about you deleted, or to object to particular types of use of your data. We will tell you when these rights apply.

##### **8. Sending data overseas**

##### Your personal data will not be sent outside the UK.

##### **9. Automated decision making**

##### We will not use your data for any automated decision making.

**10. Storage, security and data management**

Your personal data used to contact you to take part in the pilots will continue to be stored in DLUHC’s IT as per our wider Privacy Charter.

**11. Freedom of Information Requests**

Please note that your e-mail or any correspondence you have made to the Department could be released to a third party, if for example, a request is made under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Should the content be released, your name, address and any other personal or identifying details will be removed in order to comply with UK Data Protection legislation.

**12. How do I complain?**

The processing of your personal data will be in accordance with the law, including the Data Protection Act 2018 and UK General Data Protection Regulation.

If you are unhappy with how we are using your personal data, you should first contact dataprotection@communities.gov.uk.

If you are still not happy, or for independent advice about data protection, privacy and data sharing, you can contact:

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow, Cheshire,

SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745

<https://ico.org.uk/>