



**LIGHTNING LAB**  
*GovTech*

# APPLICATION PACK 2019

Lightning Lab GovTech is a programme of

**CREATIVE|HQ**

# CONTENTS

<b>ABOUT LIGHTNING LAB GOVTECH</b>	<b>2</b>
WHAT IS LIGHTNING LAB?	2
WHY LIGHTNING LAB GOVTECH?	2
TIMELINE	3
<b>SUBMITTING A PROJECT APPLICATION</b>	<b>4</b>
WHAT TO EXPECT	4
PROJECT REQUIREMENTS	5
WHAT TO EXPECT OF THE ACCELERATOR	5
COSTS	7
<b>FAQ</b>	<b>8</b>
<b>RESOURCES</b>	<b>10</b>

# ABOUT LIGHTNING LAB GOVTECH

## WHAT IS LIGHTNING LAB?

Running since 2013, Creative HQ's Lightning Lab is New Zealand's premier acceleration programme providing access to some of the world's top coaches, mentors and business minds.

Originally based on the TechStars acceleration model, Lightning Lab provides the experience, network and support that entrepreneurs and innovators need to develop and validate ideas into sustainable breakthrough innovation.

## WHY LIGHTNING LAB GOVTECH?

Lightning Lab GovTech brings together the public and private sector to solve complex problems in new ways.

It is specifically designed to create breakthrough innovation which is distinctly different from incremental improvement. Now, more than ever, the government needs to harness the power of innovation and technology. Local and central governments around the world are being held to higher account by their stakeholders, who are more engaged and connected to the world around them. Lightning Lab GovTech provides an opportunity for local and central government agencies from NZ and abroad to tackle problems using proven innovation frameworks, methodologies and support. They not only work on co-creating breakthrough innovation, they learn new ways of tackling problems, which is needed to drive a culture change across the public sector.



**2018 REPORT**

# Timeline

Make sure to check our [website](#) and social media channels for last minute changes and updates.

<b>1 MAR</b>	Project applications open
<b>17 MAY</b>	Applications close
<b>MAY</b>	2019 Cohorts Projects Announced
<b>MID-JUNE</b>	Teams announced publicly
<b>MID-JULY</b>	Bootcamp starts
<b>LATE JULY</b>	Programme starts
<b>MID-OCT</b>	DEMO DAY

# SUBMITTING A PROJECT APPLICATION

## WHAT TO EXPECT

### **INTRODUCTORY WORKSHOPS**

We will schedule 1.5 hours to sit down with your team and review all your project needs and desired outcomes. We can then determine if the Lightning Lab GovTech programme is a good fit for your Project and help you craft the best Project submission.

### **FOLLOWING ON PLANNING SESSIONS**

After a workshop, we can spend an additional 1–2 hours with your team to help determine the problem and target market for your project. We can also help your team craft up the Project application and all the required supporting materials.

### **PROJECT SUBMISSION**

You must complete a project submission to be eligible for selection into the Lightning Lab GovTech programme. Requirements are below and in the [submission form](#). You should start your application as soon as possible so we can help you along the way.

### **PROJECT SELECTION**

Project selection is a competitive process, and those Projects who best meet the Project requirements will be able to participate in the programme.

# PROJECT REQUIREMENTS

In 2018 we had 50+ applicants for the Lightning Lab GovTech programme. Applicants were decided by:

- The size of the potential impact created by a solution to the problem that is being addressed through the project.
- The urgency of the problem. Is "the market" crying out for a solution?
- The possible funding stream(s) for the project post programme if it is a success.
- An executive sponsor ("decision maker") from within the public sector who can support the project.
- A diverse team who can work on the project full time and be based in Wellington.

To discuss any of these points further please get in touch.

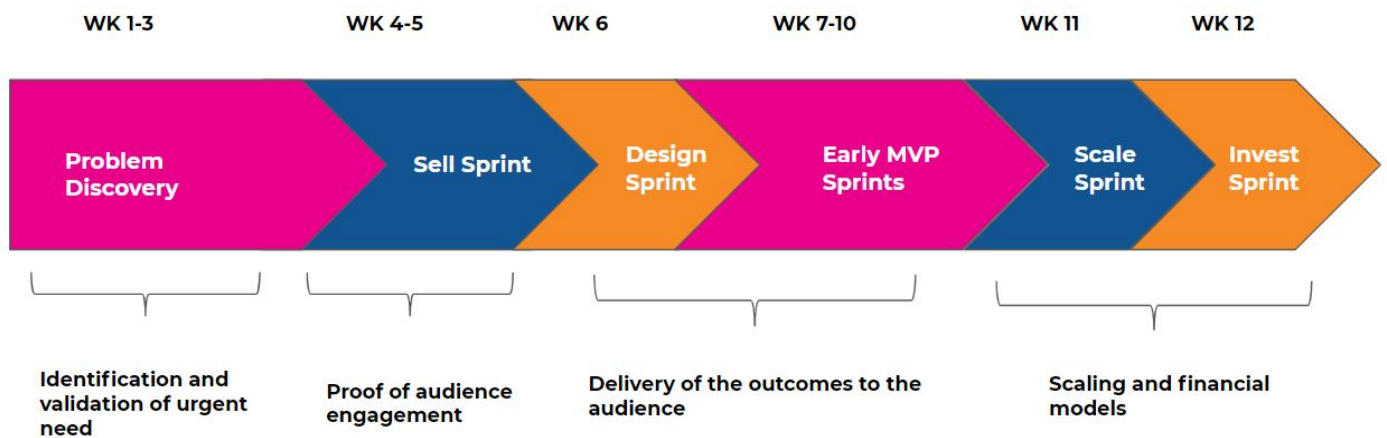
## WHAT TO EXPECT OF THE ACCELERATOR

### BEFORE THE ACCELERATOR

We can work with you to assess, support, build teams or find individuals for teams to work on the project for the duration of the accelerator. Also, we can provide pre-acceleration tools to prepare all your team for the accelerator experience.

### DURING THE ACCELERATOR

- **Bootcamp** is a weeklong training camp at the start of the programme where we work with the best facilitators, coaches, and experts from their respective fields to provide training to give everyone an overview of how they will be expected to work in the coming months. Several of these sessions will be made available to wider agency teams.
- **The Accelerator** will utilise the tried and tested; innovation methodologies, expert coaching, disciplined work management techniques, and a conducive work environment. This will be done by using the Creative HQ Team Tracker process which guides teams through stages using well-defined sprints, illustrated below. You can think of the sprint types as the building blocks we use to craft a repeatable and high success rate process. We often tailor the process to the specific needs of an individual team.



## DEMO DAY SHOWCASE

Taking all that's been learned and achieved throughout the accelerator, teams showcase their project through pitching to a wide-ranging audience that is expected to include; Ministers, CEO's, senior government officials and members of the public. This takes place at a large scale Demo Day event, executed by Creative HQ. This is an opportunity for the Agency and all project stakeholders to truly understand what's been accomplished during the teams time in the accelerator and how they can continue to support the project to ensure it's an ongoing success.

Check out [2018 Demo Day Video](#)

## RESOURCES

All teams will have access to the following resources as part of the programme.

- **Programme Team** is made up of the programme director, programme manager and several lab techs who will be on hand throughout the programme to facilitate the execution of the programme. The lab techs are also there to provide additional capabilities to the team, such as; design work and communications support.
- **Mentors Boards** are generally industry experts who can meet with the teams weekly to provide guidance, connections, and support. Creative HQ will help facilitate the development of these boards, but the execution of board meetings will be the responsibility of the project team and the sponsoring agency.
- **Advisors** are a group of domain and functional specialists, organised by Creative HQ, who can be contacted to assist the teams with specific requirements, questions or introductions.

- **Coaches**

- Startup coaches are experts provided by Creative HQ who will be available to meet with the team weekly to help them through the accelerator process. Think of them as a personal trainer at the gym teaching you how to use the tools available.
- A leadership coach is part of the programme and helps the team develop effective leadership skills and can assist with any conflicts.

- **Office space** for the duration of the programme. This creates a collaborative environment between the various project teams and offers a unique working environment well suited for the programme.

## COSTS

There is a project fee of NZD\$50,000 (ex GST) associated with taking part in Lightning Lab GovTech. This is a fixed cost and is heavily reduced based on Creative HQ's competitive rates due to the sponsorship of the programme and other environmental factors. Additional costs that may be required:

- **Operating budget.** It is useful if the team can easily access budget for expenses such as travel.
- **Staffing.** It is recommended teams have private/community sector staff working alongside agency staff. Creative HQ can help to source contractors to fill these roles. These may include, design, entrepreneur or technical/development expertise. Cost can vary – please talk with Creative HQ regarding this option.

## NEXT STEPS ONCE SELECTED

Creative HQ is a Tier 2 AoG Consultancy Services Provider for Business Change. As such, we are able to contract directly with all Participating Agencies who are successful in their application. We will require a simple Consultancy Services Order (CSO) from you in order to commence work. We will provide a draft CSO for you to approve. If you are not part a Participating Agencies (eg Local Gov or International) we will be able to contract directly to you.



# FAQ

## **Can anyone submit a Project for the Lightning Lab GovTech programme?**

Yes, anyone can submit a Project, but projects need to have Executive Sponsorship, Project Management and funding commitments from an Agency of Council in order to be selected for Lightning Lab GovTech.

## **What is the cost of submitting a Project for the Lightning Lab GovTech programme?**

There is no fee to submit a Project application for Lightning Lab GovTech. However, if your application is successful, there is a Project fee of NZD\$50,000 (ex GST) due by July 20 with invoices sent on July 1 to secure your spot in Lightning Lab GovTech.

## **What does the Project Fee cover?**

As highlighted in the cost section, Lightning Lab GovTech runs on a subsidised pay-to-play model. The Project fee of NZD\$50,000 (ex GST) pays for all of the services provided by the programme to the Project team.

These services include help with assessing, building or finding a team before the programme start. During the programme, we will give you access to the proven Lightning Lab methodologies which includes access to the expert organisation team, mentors, startup coaches, leadership coaches. We will use Creative HQ's Team Tracker to help make sure the Project is hitting appropriate targets. The Project fee also allows us to provide the Demo Day event at the conclusion of the programme. It does not cover the cost of payments to any Project team members.

Thanks to programme sponsors, we can provide these services at a low cost.

## **Are there any other costs associated with being in the programme?**

As highlighted in the cost section, additional funding will likely be required for team members and operating expenses. Each project needs to be made up of full-time team members who are ideally a mix of seconded agency staff and contractors (entrepreneurs). Creative HQ can assist in finding appropriate team members. Also, it can be easier if a budget is allocated for operating expenses during the programme so that the project team can get things done quickly and easily. For example, flights to meet with a stakeholder, vouchers to incentivize 'customer' interviews or product subscriptions.

## **Is this service part of an AoG procurement panel?**

Creative HQ is a Tier 2 AoG Consultancy Services Provider for Business Change. As such, Creative HQ may be able to contract directly with an Agency for the services of the Lightning Lab GovTech programme. Each Agency must confirm this.

## **What can we expect the Project to accomplish in the Lightning Lab GovTech programme?**

We have a good history of working with government-sponsored projects over a three-month timeframe in a similar way to how Lightning Lab GovTech will run. We work with each team to meet the critical objectives and outcomes that you can see on the Public Sector information page. We can also reliably expect that all projects will accurately validate or invalidate the problem they are focused on, and all team members will learn effective innovation techniques. We look to engage interested parties and either plan or start executing a pilot programme to build and deliver the prototype solution. All teams will present their learnings, and the next steps for their Project at the Demo Day event.

## **How can I make sure that my project is suitable for Lightning Lab GovTech, as it may not require a technological solution?**

The best way to ensure that your project is suitable for the Lightning Lab GovTech programme is to contact us and schedule an Introductory Workshop with you, the Manager responsible for your Project and your Executive Sponsor.

This workshop will answer any questions you have and give you insight into previous programmes including the characteristics of successful projects.

# RESOURCES

## BLOGS

[Lightning Lab GovTech](#)

## VIDEOS

[Lightning Lab GovTech \(playlist\)](#)

## SLACK

[GovTech Community NZ](#)

## MEETUPS

[NZ GovTech](#)

[Startup Garage](#)

## WEBSITES

[Lightning Lab GovTech](#)

[Lightning Lab](#)

[Creative HQ](#)

## CONTACT

**Programme Director**

[Jonnie.haddon@lightninglab.co.nz](mailto:Jonnie.haddon@lightninglab.co.nz)

027 3014 196