

# APPENDIX 1 CAPITAL INVESTMENT BUSINESS CASE APPRAISAL (December 2014)

**Title of Bid:**

**Director Responsible:**

**Project Lead:**

**Brief Outline of Bid:**

**Out of the 4 themes contained in the Corporate Plan which ONE is the bid mostly aligned to?**

**Please state the gross capital cost estimate of the project for each year of the project's life.**

***(Try and be realistic when profiling costs, e.g. will the project start on 1<sup>st</sup> April and be completed within the financial year? Allow time for tendering and obtaining external funding)***

**The Total Cost of the Project must include all related staffing costs including any external support required. Staffing costs solely relate to the enhancement of the development of the project and not the administration support to the scheme. State how you propose to source the funding? Is there evidence of financial support? Is the project a partnership with other agencies?**

	2011/12 £	2012/13 £	2013/14 £	2014/15 £	2015/16 £
<b>Direct Cost</b>					
<b>Staffing</b>					
<b>Total Cost</b>					
<b>Less grants etc</b>					
<b>Net Cost</b>					

**Have the VAT implications being checked with Finance regarding the Partial Exemption Limit?**

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## **1. CONTRIBUTION TO COUNCIL THEMES**

**Please explain how the bid contributes to the particular Theme identified above and how it will help to deliver the Council's priorities as set out in the Corporate Plan and why it is needed now.**

**In doing so, indicate how this relates to your service plan and what the main benefits will be together with the critical success factors. This is to include how outcomes will be measured.**

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**2. COMMUNITY INVOLVEMENT**

**Please provide details of recent relevant consultation with the local community and identify any community needs for the project from the Council's corporate planning evidence base.**

**Is there any evidence to suggest that the proposed project could discriminate against any members or sections of the community?**

**3. PARTNERSHIPS**

**Please identify all partners in the bid together with their contributions, during and after completion of the project and their required outcomes (Financial & other). Is this in accordance with the Council's Corporate Partnership Policy?**

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**4. PROJECT RISK ANALYSIS**

- a) Please provide an options appraisal or some other form of feasibility study to determine the viability of the project. If not undertaken, please explain.**

- b) Please describe or attach your outline project management timetable including design, contract preparation, tendering, funding applications, land acquisition, planning permission, start and completion dates, etc. Identify and confirm the commitment of all key players to be involved in the project.**

- c) Is there an Exit Strategy or could the Project be scaled down to fit a reduced budget or resource base?**

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**5. FINANCIAL ANALYSIS**

- a) Please detail any on-going revenue costs (staffing, maintenance, utility, etc.) with the project. Can they be funded or will separate budget provision be required?**

- b) Will any additional service income or budget savings be generated? (please provide an estimate for the first full year of operation and how this has been assessed)**

- c) How much external funding is being levered in (include this as a percentage of the total cost)**

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**d) How certain is the external funding? Give dates when approval is due and who bears the risk if payments are not received or are late?**

**To be signed**  
**By Director** .....

**Date** .....