

London Borough of Barnet CBAT Business Case Template

Organisation Name: _____

Business Address: _____

Date completed: _____ **Doc.vers.** _____

1. Please provide details of the person responsible for compiling the business case.

Name	
Role	
Phone number	
E-mail address	

2. Lease term

Under the terms of our Community Assets Strategy the London Borough of Barnet ideally offers a lease term of 25 year. However, in exceptional circumstances it is willing to consider a longer term. If you require a lease of more than 25 years, please state the term you required, and set out the business case for extending the length of the lease

Term requires: _____

Supporting information to justify requested lease term:

Governance

3. What is the legal structure of your organisation? *e.g. charity, CIO, CIC*

If you do not currently have a legal structure, please state your preferred legal structure and the steps you are taking to adopt this structure.

4. Please explain the governance structure of your organisation and include supporting documents as evidence (*e.g. Memorandum & Articles, relevant board minutes*)

5. Who are the elected executive officers within your organisation and what specific skills and experience do they offer?

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Management role	Person responsible	Skills and capacity
Chair-person		
Vice-chair		
Treasurer		
Secretary		
Company secretary		
Other role please specify		

Finance & Financial Management

6. Please provide two years' audited accounts (or if these are not available, please provide accounts for the time period available). State what is being provided below:

7. Please provide an estimated revenue budget for the current and next financial year.
Please include detailed costs, e.g. telephone rentals and calls, costs of consumables (paper and print charges), costs of public liability insurance, costs of contents insurance, running costs including utilities, energy, rates, cleaning, grounds maintenance, building maintenance, building insurance, costs of replace ICT (PCs), costs of data line rentals and software licenses, replacement fixtures and fittings, volunteer staff training etc.

Assumptions could include level of inflation on expenditure, replacement cycle of computers and other assets.

A sample spreadsheet is attached as appendix B, please feel free to use the attachment or submit your own template. The spreadsheet calculates automatically

8. Please detail what funding streams your organisation have considered to cover the potential loss of any of the income listed in the point above?

Capital funding

9. What (if any) is your capital funding requirement?

Capital funds are funds used by your organisation to upgrade physical assets such as property, or equipment. It is also funds used by the organisation to undertake new projects. These expenditures can include everything from replacing a roof to building, to purchasing a piece of equipment, or building a brand new centre.

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10. What account have you given to the following in putting together your capital project?

- The market for your service
- Preparing a budget covering the following:
 - Overheads(eg. Staff and running costs)
 - Equipment costs
 - Professional fees
 - A contingency for unidentified issues
 - The cost of repaying any loans

11. Have you successfully raised similar levels of funding in the past? If so, please provide evidence of your fundraising achievements to date.

12. What activities will you undertake to secure funds? *E.g. contacting existing funders, grant applications, fund raising*

Risk Management

13. Financial risks

Please set out any financial risks you have identified relating to the implementation of activities in your business case. Please also consider how the risks can be mitigated.

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(Risks might include withdrawal of grant funding/financial support by third parties, etc).

Risk	Proposed mitigation

14. Non-financial risks

What non-financial risks have you identified and how will they be mitigated?

(e.g. lack of engagement, lack of staff, and other risks to delivery)

Non-financial risk	Proposed mitigation

15. Does the organisation or people within the organisation have experience of delivering similar projects; please outline that experience?

Community Engagement and Sharing of Space

16. If you will be sharing your space with other organisations, please indicate it here. This could be co-locating or making space available for community use.

17. How has the community been involved in the development of your activities?

(Community involvement can be done via surveys, public meeting, meetings with councillors etc.)

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- 18. Are you working in partnership with other organisations to deliver you activities or are you seeking to work with other partners organisations?**
- 19. Do you consult any of the following on future plans for your organisation and how often is this done?** *(service users, local residents, councillors other community organisations)*
- 20. Are you working in partnership with other local organisations or are you planning to do so in the future?**
(if yes, which organisations are you working with or planning to work with?)