Halstead Community Fund

Project Business Case

# This Business Case sets out in detail why the project is needed, how it will be delivered and what the benefits are. Please complete each section in as much detail as possible so that the panel can have a full understanding and score accordingly.

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| Organisation name |  |
| Contact name |  |
| Address |  |
| Telephone |  |
| Email |  |

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| Project name |  |

1. Background

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| Explain the context of the project, and how you arrived at the current position of requesting funding. Describe the opportunity this project aims to develop. |
| Answer here:   1. Need   How do you know this project is needed? Explain what consultations and research has been done to evidence this.  Answer here:   1. Benefits |
| Detail the benefits that your project will bring to the community including who  will benefit, how many will benefit and how.  Answer here:   1. Timing   When do you expect to start the project? How long will it last?  Answer here:   1. Sustainability   If the project continues beyond the lifetime of the grant explain how you will manage this financially and any other required resources.  Answer here:   1. Risk   Every project has an element of risk. Tell us what the risks are for the project and how they could impact it. Explain how you will minimise and/or manage these.  Answer here:   1. Resources   Detail any other resources that will be needed other than the Halstead Community Grant e.g., volunteers, marketing, transport, food, staffing costs. Include staff resources. (Add more rows if needed)   |  |  |  |  | | --- | --- | --- | --- | | Resource | Where this will come from | | Cost (if any) | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  |  | | |
| 1. Finances   How much is the total cost of the project? How much are you applying for from the Halstead Community Fund? If it is not the full amount tell us where the other funding will come from and if it is in place now. If it is not, when is it expected? Can the project go ahead without it?  Answer here:   1. Budgets   Provide detail of costings relating to the use of the grant. Remember that only capital items are eligible. (add more rows if needed)   |  |  |  | | --- | --- | --- | | Item | Cost | Estimated or Actual | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |  1. Consents   Tell us about any consents and/or permissions that are required e.g., planning permission, change of use etc. including timescales and costs relating to them.  Answer here:   1. Objectives and Milestones   Regular monitoring will be required to assess the project throughout the lifetime of the grant. Please set out objectives and key milestones to aid the process. There may be more than one milestone for each objective. (Add more rows if needed)   |  |  |  | | --- | --- | --- | | Objective | Key Milestone | Timescale | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |  1. Environmental impact   Considering the environmental impact of the project please explain any positive or negative impacts that will occur. Explain any measures you have taken towards increasing the positive impact and /or minimising any negative impact.  Answer here: |