

Schedule 5: Business Case - template

Please refer to Schedule 4: Guidance Notes when completing this form.

1. Name of applicant group/organisation

2. Status of group / organisation (please refer to Guidance Notes)

3. Contact Details for Correspondence

Name	
Daytime Telephone No.	
Evening Telephone No.	
Email	
Postal Address	

4. Clarifications and/or assumptions

Please confirm that you have read and accept the requirements of the council in relation to the requirements of a Partnership library and the level of support offered by the Council in relation to the Partnership library (Schedules 1 and 2). Please set out any aspects that you feel require further clarification or any assumptions you have made that are not in accordance or covered within the Schedules when preparing your business case.

	Read?	Further clarification sought	Assumptions made when preparing the business case
Schedule 1:	Yes/no		
Schedule 2:	Yes/no		

Overview of your proposals

5. Name of Partnership library which this outline business plan relates to:

6. Please provide an overview of your vision and proposal for the Partnership library

DRAFT

7. Please describe the intended community benefits of your proposals



8. Please describe how you will be engaging the local community in the development of the service.



Indicative timetable: Illustrative library hours, other activities and availability for community use

9. Please provide an **indicative** timetable to **illustrate** the offer and services you are seeking to develop and/or the availability of the library footprint area for wider use by the community (e.g. to rent/hire)

	MORNING	AFTERNOON	EVENING
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Governance, management and staffing of the Partnership library

10. Please describe the proposed governance, management and staffing arrangements of the Partnership library.

DRAFT

Financial projection of income, expenditure and cashflow

11. Please provide an overview of your expected income and expenditure and cash-flow, including a 5 year annual financial projection. Please draw attention to the assumptions underpinning the financial projections and the aspects of your proposal that provide a level of confidence to your organisation or group that these are realistic projections. Please attach any spreadsheets etc that you feel are helpful.

DRAFT

Legal

12. Please provide details of the action you have taken to date and any further action required to ensure you comply with the relevant legal requirements to enter into a Service Level Agreement.

DRAFT

Risk Assessment

13. Please state any risks associated with the delivery of this Outline Business Plan and how you would propose to mitigate those risks?



Other

14. Please provide any other supporting information you feel is applicable to support your application.



Transition Loan: Funding for set-up costs and capital works

17. Schedule 6 sets out the arrangements for a transition loan, available for each Partnership library.

Do you wish to apply for a transition loan

yes/no

If yes, please see Schedule 6 for details and application form

Signature and submission of the business case

Please sign the following statement.

I understand that by submitting this Outline Business Plan on behalf of the community body, that I am confirming my understanding of the grant offer and the minimum service level to be provided by a Partnership library. I am requesting that the Council to give full consideration to the proposals contained within this business case.

Signed	
Name	
Date	

Once signed, please return this form as soon as possible to:

Andrew Merritt-Morling
Library Service Review Programme Manager
London Borough of Barnet Council
North London Business Park
London, N11 1NP