

COMMISSIONING NEW ACTIVITY MAKING THE BUSINESS CASE	LOGO
To be used by the APB sub-group(s) for submitting Business Cases to the Area Partnership Board in order to seek approval for commissioning activity, which will contribute to the achievement of targets relating to the Area Action Plan	

Title Details

		Latest date by which the proposed Commissioned Activity must be completed:	Month	Year
Sub-group submitting the Business Case:		Business Case Author(s):		
Date of APB Meeting at which the Business Case will be considered:		Funding requested to finance the proposed activity	£	

Contact Details

Lead Officer contact details for Commissioned Activity	
Name	
Address	
Tel. No.	
Email	

Details of the proposed activity to be commissioned

1. Why should this activity be commissioned? What will be the nature of the activity? Why will it be effective? Why is it the best option?
<p>Explain briefly:</p> <ul style="list-style-type: none"> • How the activity need was identified and why the activity should be commissioned • why the activity cannot be undertaken via mainstream resources • what will be its intended nature, scope, location and, beneficiaries • why it is likely to be effective • why is it the best option and what other alternatives were considered • whether or not an Equalities Impact Assessment has been, or will be, undertaken

MAKING THE BUSINESS CASE (cont...)

2. Give details regarding APB Targets / Outcomes which will be relevant to the proposed Commissioned Activity.

What are you trying to achieve? What will be the end result of the Commissioned Activity?
How will the target / outcome meet the Sustainable Community Strategy?

Ref	APB Indicator	Ref No	Target / Outcome
1			
2			
3			
4			
5			

3. List the Outputs that the proposed Commissioned Activity is expected to achieve

Ensure that all intended Outputs (numbers) listed are quantifiable and measurable.

Output	Estimated total over the lifetime of the Commissioned Activity
1	
2	
3	
4	
5	

4. Give brief details of the other organisations / agencies, which have been involved in the production of this Business Case and the nature and extent of their involvement?

--

5. List the key milestones leading up to and during the proposed start date of the Commissioned Activity

	Target Date	Milestone
1		
2		
3		
4		
5		

MAKING THE BUSINESS CASE (cont...)

6. Give brief details of how the Commissioned Activity will be publicised

--

7. Give a total breakdown of the resources / funding for the Commissioned Activity

Include all resources / funding such as match funding, donations, funding in kind etc.

	Item description – for activity	Amount £
1		
1		
2		
3		
4		
5		
	SUB-TOTAL	
	Item description – match funding	Amount £
1		
2		
3		
	SUB-TOTAL	
	TOTAL	

8. Give brief details of the arrangements for evaluation of the proposed Commissioned Activity's achievements?

Include how the activity will be sustained after the funding has ended.

--