

Capital Programme Application Form

Form Reference Number

This form must be completed for each capital investment proposal included in the 2006/07 'Pre-Business Plan Review' submission.
Form compilers must refer to Explanatory and Guidance Notes before completing this form.

Box 1 and Box 2 should be completed by Corporate Finance. Form compilers should not fill in these boxes.

Box 1			Box 2	
Score Card	Total Score	Max Score	Recommendations @ February 2006	Tick
Section A - General Information		10	'Approved In Full'	
Section B - Objectives and Strategy		10	'Approved in Part'	
Total Score		20	'Rejected'	

This form is split into three sections: -

- Section A - General Information
- Section B - Objectives and Strategy
- Section C - Resources 'Continuing' and 'New' investment proposals.

Section A - General Information

1.0	General	
1.1	Directorate and Department	
1.2	Business Unit and Business Unit Manager	
1.3	Project Manager (Name)	
1.4	Telephone Number	

2.0	Description Of Investment Proposal
2.1	Project title
2.2	Please provide a brief description of the investment proposal

3.0	Status Of Investment Proposal	Continuing (start in 2005/06)	New (start in 2006/07)
3.1	Is the proposal a 'Continuing' or 'New' investment proposal <i>Please tick as appropriate</i>		
3.2	Start date of project		
3.3	Completion date of project		

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4.0 Prioritisation		Please Tick ✓	Points allocated by Corporate Finance	
	How will the Proposal meet the following criteria? <i>Please tick those applicable</i>		Total Score	Max Score
4.1	Has a Project Plan been prepared for this proposal? (E.g. Project Initiation Document). <i>Please state and give evidence.</i>			1
4.2	Has the proposal been contractually committed? (E.g. Signed Contractors Contract). <i>Please state and give evidence.</i>			1
4.3	Is there a mandatory/statutory/legal obligation to provide service? (E.g. Improving housing stock - 2011 Decent Homes). <i>Please state and give evidence.</i>			1
4.4	Will the proposal attract external funding of 50% or more? (E.g. ERDF approval letter 11.10.04, funding 50% of capital cost). <i>Please state type of external grant and % of grant funding.</i>			2
4.5	Can the proposal be considered as a 'Spend to Save' scheme? If yes, will proposal generate income more than 10% of capital cost? (E.g. Additional Parking Fee generate income @ 30% of capital cost). <i>Please state Type of income, and the level of income generated.</i> <i>Please state the 'expected life' of the asset.</i>			3
4.6	If the proposal is bidding for 'Corporate Resources', what alternative funding options have been considered? (E.g. ODPM letter stating External funding Rejected with reason). <i>Please state and give reason why option not be feasible.</i>			1
4.7	Has there been any consultation? (E.g. Community groups, partners). If yes, please state groups and outcome.			1
Total Score				10

Points will only be allocated if the appropriate evidence is supplied. Evidence should be emailed as an attachment with the returned forms.

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Section B - Objectives and Strategy

5.0	Links To Five Community Strategy Plan Objectives (For further detail refer to Community Strategy Plan) <i>Please tick those applicable</i>	Please Tick ✓	Points allocated by Corporate Finance	
			Total Score	Max Score
5.1	Improve services. <i>Please explain</i>			1
5.2	Narrow the gap between east and west. <i>Please explain</i>			1
5.3	Create safer communities. <i>Please explain</i>			1
5.4	Improve environment. <i>Please explain</i>			1
5.5	Raise achievement in education and create opportunities for lifelong success. <i>Please explain</i>			1
Total Score				5

6.0	Links To Five Asset Management Plan (AMP) Objectives (For further detail refer to 2005 A.M.P from Property Services) <i>Please tick those applicable</i>	Please Tick ✓	Points allocated by Corporate Finance	
			Total Score	Max Score
6.1	Shared premises, partnership working. <i>Please explain</i>			1
6.2	Improved utilisation of premises. <i>Please explain</i>			1
6.3	Improved 'value for money', cost effectiveness, sustainability. <i>Please explain</i>			1
6.4	Improved asset condition, suitability, sufficiency. <i>Please explain</i>			1
6.5	Contribute to overall property strategies relating to office accommodation strategy and co-ordinated management of property assets. <i>Please explain</i>			1
Total Score				5

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7.0	Key Milestone(S)		
7.1	Please identify and list key milestones relevant to each financial year. <i>Please list key milestones for each financial year and state how these will be demonstrated. (Success of this will be evaluated for each financial year E.g. Stake-holder agreement signed)</i>		
	Description of key milestone	Financial Year	How will you demonstrate/evidence achievement of the milestone(s)/output?
		2005/06	
		2006/07	
		2007/08	
		2008/09	
		Beyond	

8.0	Delivery Of Intended Outcomes/Targets/Benefits		
8.1	What are the intended outcomes/targets/benefits of the capital investment? Performance measures?		
8.2	Please identify key outcomes/targets/benefits of the investment proposal. <i>(Success towards achieving these outcomes will be evaluated at the end of the year)</i>		
	Key Outcomes/Targets/Benefits	Measure	Timeframe

9.0	Risk Management			
9.1	Please identify all key risk factors that may have a significant impact on the capital investment proposal.			
	Risk Identified <i>Such as risk to :-</i>	Probability of risk occurring <i>(insert either high, or medium, or low risk)</i>	Impact of risk on proposal <i>(insert either high, or medium, or low risk)</i>	How will the risk be mitigated? Who is the delegated/responsible officer for the risk?
9.2	Scheme/Programme (E.g. Start date, slippage)			
9.3	Costs Certainty			
9.4	Securing External Funding			
9.5	Achieving Key Milestones			
9.6	Achieving Key Outcomes			
9.7	External Factors			
9.8	Describe any other potential risks associated with the successful delivery of the investment proposal.			

10.0	Further Considerations/Comments		
10.1	Please give any further comments you may have to support your application. (E.g. proposal meets other Council-wide priority / strategy or service plans – to increase CPA rating). <i>Please explain</i>		

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Section C - Resources : 'Continuing' And 'New' Investment Proposals

Is This A 'Continuing' Investment Proposal (Project continuing from 2005/06)?

Please indicate or tick ✓ in the correct box Yes No

Is This A 'New' Investment Proposal (Project to commence in 2006/07 onwards)?

Please indicate or tick ✓ in the correct box Yes No

Working papers and supporting documents relating to the figures in this section must be made available on request. These should be kept locally by the service finance departments. **Please give a named contact in Finance where working papers and supporting documents are retained.**

Full Name	please type here.....	Telephone No.	
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(Guide: Double click in the embedded Excel table 11.0 below to enter figures in cells. Note all figures are positive unless stated otherwise. Click outside table when completed, to return to Word)>>

11.0 Financial Implications						
	Cost of the Capital Investment	Approved 2005/06 £000	Estimated 2006/07 £000	Estimated 2007/08 £000	Estimated 2008/09 £000	Total £000
11.1	Capital Cost					0
	Revenue Implications to Capital Investment					
11.2	Additional Revenue Costs (please state a positive figure)					0
11.2.1	Please state Type of Revenue Cost (E.g. Staff salaries, maintenance costs)	please type here.....				
11.3	Revenue Savings (please state a negative figure)					0
11.3.1	Please state Type of Revenue Savings (E.g Reduced rental costs)	please type here.....				
11.4	Generated Income (please state a negative figure)					0
11.4.1	Please state Type of Generated Income (E.g. Fees and charges)	please type here.....				
11.5	Net Revenue Implications	0	0	0	0	0

12.0 Funding Sources						
	How will the investment be funded?	Approved 2005/06 £000	Estimated 2006/07 £000	Estimated 2007/08 £000	Estimated 2008/09 £000	Total £000
12.1	External Government Grant					0
12.1.1	Please state Type of Grant (E.g Single Regeneration Budget)	please type here.....				
12.2	Private and Public Contribution					0
12.2.1	Please state Type of Contribution (E.g Heritage Lottery Fund, Transport for London etc.)	please type here.....				
12.3	Corporate Resources/Capital Receipts					0
12.4	Supported Capital Expenditure (SCE R)					0
12.5	Supported Capital Expenditure (SCE C)					0
12.6	Unsupported Borrowing					0
12.7	Revenue Contribution to Capital Outlay					0
12.8	Section 106 (Planning Agreement)					0
12.9	Other (Please specify otype this cell)					0
12.10	Total Funding Must equal Total Capital Cost (Box 11.1 above)	5	0	0	0	0