

**The Old Town Hall, The Shambles, Stroud, GL5  
1AP  
BUSINESS CASE TEMPLATE FOR BIDS FROM  
COMMUNITY GROUPS ONLY**

FOR SDC  
REFERENCE ONLY

Date Received:

SDC Reference:

Please note:

- The criteria used to assess each Business Case is included in this template, however, the District Council reserves the right to request more information from any group submitting a Business Case to assist with decision making.
- Completed Business Cases to be submitted to the council's appointed agent as part of the bid for the property and will be subject to a pass/fail assessment prior to evaluating the remainder of the bid.

**Section 1: Organisational aims**

<b>1.1 Name of Organisation</b>	
<b>1.2 Vision</b>	<i>Please set out the vision for your group. Information provided in the Business Case will be used to assess whether your vision can be delivered.</i>
<b>1.2 Purpose</b>	<i>Briefly describe the purpose of the services you are looking to deliver. You must be able to demonstrate the social benefits it will bring to the local community.</i>

**Section 2: Suitability of your organisation**

<b>2.1 Finances</b> Approval of the Business Case does not imply an endorsement of the viability of the financial plan. The District Council recommends that all groups seek independent financial and legal advice.	<i>Successful business cases will clearly demonstrate that they have a robust, financially viable project plan and funding to purchase and refurbish the property. An assessment will be made as to whether the plan is sustainable, including income and expenditure, grants, volunteer input, etc. Please attach a minimum five-year annual financial projection.</i>
<b>2.2 Inclusivity</b>	<i>Please demonstrate you are an inclusive organisation.</i>
<b>2.3 Statement</b>	<i>Please explain why you believe your group is well placed to deliver services to the community in and/or from this building.</i>
<b>2.4 Legal Requirements</b>	<i>Briefly outline how you will ensure all appropriate legal requirements will be met; an indicative list is set out below -</i>

	<ul style="list-style-type: none"> <li>• <i>Insurance</i></li> <li>• <i>Public liability</i></li> <li>• <i>Health and Safety</i></li> <li>• <i>Safeguarding</i></li> <li>• <i>Licensing</i></li> <li>• <i>DBS checks</i></li> </ul> <p><i>Where available, please attach any policies relating to your legal requirements.</i></p>
<b>2.5 Capacity/skills</b>	<p><i>Briefly demonstrate the capacity, skills, and commitment available within your group and the community to deliver your project. Please clearly set out the structure, roles, and responsibilities of your group. A management structure of the organisation that would care for the asset should be provided.</i></p>

<b>Section 3: Proposal</b>	
3.1 Type of provision	<i>Outline the type of services/provision you are planning to deliver.</i>
3.2 Need and demand	<i>Demonstrate the need/demand for your services.</i>
3.3 Need for the Old Town Hall	<i>Demonstrate the need /demand for delivering these from the Old Town Hall?</i>
3.3 Community consultation	<i>Provide evidence that this has been undertaken and considered and attach relevant feedback.</i>