



Programmes Office: Business Justification Case for External Funding

Please complete this form prior to any bid for external funding, ensure that the points below have been given consideration. Complete each section as fully as possible & send to Programmes Office

funding@halton.gov.uk

Officer Name		
Job Title		
Dept./Directorate		
Email/Contact Number		
Project Name or Service		
Has the project been presented to Senior Management and has it been approved, provide date? If not, provide date & meeting the project will be presented to Senior Management.		
If the project is current, how is it being funded?		
Over what period is the funding required?		
Estimated costs of project (if known)?		
Do you know there is a need for your project? (Say what evidence you have of this).		
Has funding been identified for this project? If so, please state the funding streams/Funder?		
If match funding is required has this been identified and applied for?		
Please state if match funding has been confirmed or not?		
If this project is being delivered in partnership, name the partners and who is lead applicant.		
If not, have you considered links to other Council/partner initiatives and whether this activity could be linked to existing activity, and any partnerships developed?		
What level of support is required from the Programmes Office? (Please mark yes or tick applicable boxes).	Identifying funding sources	
	Liaison with funding bodies	
	Identifying/facilitating a partnership	
	Writing or drafting a bid	
	Critical friend/Proof-reading a bid	
	Developing supporting documents	
	If none, please state the reason	
If you are writing the bid yourself, have you attended a bid-writing course in last year run by the Programmes Office, if yes what date?		

What resources are/will be in place to help assist with the bidding for financial support for this project?			
Is assistance required with monitoring the funding once secured? If so, specify what support is needed?			
What capacity has been allocated or earmarked for the Dept. or partner organisation to deliver the project?			
How does the project contribute to the objectives of the Corporate Plan, & any other Council Strategies?			
Which of the Halton's Strategic Priorities does the project meet and how? (Mark applicable boxes)	1. A Healthy Halton		
	2. Halton's Urban Renewal		
	3. Employment Learning & Skills in Halton		
	4. Children & Young People in Halton		
	5. A Safer Halton		
Which ward(s) will the project be delivered in? Mark applicable			
Appleton	Central & West Bank	Hale Village & Halebank	Hough Green
Bankfield	Daresbury	Halton Castle	Mersey & Weston
Beechwood & Heath	Ditton	Halton Lea	Moore & Sandymoor
Birchfield	Farnworth	Halton View	Norton North
Bridgewater	Grange	Highfield	Norton South & Preston Brook
Boroughwide	Other Boroughs, State which.		
If you have any queries about this form or wish to discuss a project, please contact the Programmes Office on 0151 511 7214			