**Options appraisal form for proposed capital projects**

To be completed and submitted to a meeting of the Library Management Committee via secretary@barrowcommunitylibrary.org.uk

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| **1.0** | **Description of proposed project in one sentence** |  |
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| **2.0** | **Evidence for the existence of the problem** |  |
| 2.1 | Has compelling evidence been gathered? What is it and what does it show? Have relevant stakeholders eg volunteers, users, been involved in gathering it? Has it been written up and shared with them? Is there agreement among relevant stakeholders re what it shows? (max 200 words plus any attachments) |  |
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| **3.0** | **Agreed definition of the problem that the proposed project is seeking to solve** |  |
| 3.1 | What is the definition of the problem that the proposed project is seeking to solve? Has it been defined in light of evidence-gathering? Is there consensus among relevant stakeholders re the problem as defined? (max 100 words) |  |
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| **4.0** | **The project and its benefits** |  |
| 4.1 | Describe the work that would be carried out to achieve the project (max 100 words) |  |
| 4.2 | What would the purpose of the project be? Who would benefit from it eg a defined group of users; all users; whole village? (100 words)  |  |
| 4.3 | Would the project lead to a reduction in the library’s running costs or an increase in its income? Explain your reasoning. |  |
| 4.4 | Would the project reduce the library’s environmental impact? Or would it worsen it? Explain your reasoning. |  |
| 4.5 | Would the project improve the library’s diversity and inclusion? Or would it worsen it? Explain your reasoning. |  |
| 4.6 | Anything else that the library would be able to do as a result of the project that it cannot already do? Or would it prevent the library from doing something it already can? Explain your reasoning. |  |
| **5.0** | **Financials** |  |
| 5.1 | Do you have an estimate of the cost of the project?  | Y/N |
| 5.2 | If not, who will be responsible for obtaining quotations (where possible three quotations should be provided)   |  |
| 5.3 | What funds are available to spend and from which sources eg S.106 (consult with the Treasurer) or are you aware of other sources of funding that would cover the costs of your proposal? Specify if so. |  |
| 5.4 | Does the available funding cover the whole estimated cost? If not, what is the shortfall and how would you propose to cover it?  |  |
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| **6.0** | Form completed by |  |
|  | On behalf of which group (if relevant) eg ops team |  |
|  | Date of completion  |  |