

Business Case

Date:	
Library:	
Short Description of the Request:	
Amount Requested:	
Contact Person:	

Type of request: Capital Expense Library Technician Program Bursary The total grant request reflects an increase of more than inflation relative to the prior year.	
If this is a shared expense, please indicate the allocation between library and association:	
Library:	Association:

Attachments: Supporting narrative Supporting documentation such as quotes, data showing increased usage

The applicant agrees to follow LiRN's guidelines, standards and policies and agrees that all funds from LiRN will be used for the purposes stated in this business case.

Signature

Name

Date

Supporting Narrative Guidance

Business cases do not have to be long and in fact a short, to-the-point business case can be more effective than one that is lengthy.

Background / Problem

Explain the issue you are trying to resolve and how solving it will allow you to fulfill your library's mandate. A large project will normally require a more detailed description.

Alternatives

Consider viable alternatives for solving your problem. For each alternative identify the costs, benefits and other key or intangible points. Be brief and to the point and include only the items that will affect a decision. This process may involve obtaining competitive quotes. You should ensure that all initial and ongoing costs are included. Where possible, compare apples to apples. For example, instead of simply comparing the total cost of a five-year lease to the total cost of a three-year lease, include the annual cost as well.

A case to change working hours should be justified through proper statistical measures. What are your library's usage statistics? What need is not being served right now? What happens now without the change in hours? These are just sample questions. You may include these or others that are more relevant. In effect, you are addressing how this change in employee time is going to affect the level of service in the library. A large project will normally require a thorough consideration of alternatives.

Recommendation

Rank each alternative and recommend the best solution with a brief summary of the reasons that support this recommendation.

Action Plan

Record the next key steps and the timing for each of these to happen realistically. Think about any other resources you might need to implement your plan. These resources should include staff time.

Shared Expense Allocation Between Association Funds and LiRN Grant Funds

Grant funds are restricted for library operation purposes. Where an expense is for the benefit of both library operations and association operations, indicate here the proposed percentage to be paid from association funds and the percentage to be paid from grant funds. Use this section to recommend and provide backup for your proposed expense allocation.

For example, if the expense is for new furniture that will be used 80% of the time by patrons using the library but 20% of the time by association members for social events, the appropriate breakdown would be 80% grant and 20% association.