Annex B: Business case template

1.   The deadline for returning completed business cases is **noon on Monday 31 July 2017**.

2.   Please email completed templates to hatecrimecatalyst@hefce.ac.uk. We will confirm receipt of all bids. Do not use this inbox for correspondence. Contact your HEFCE institutional team if you have questions about this form.

3.   Respond to the questions using the text boxes provided. Boxes can be expanded to the required length.

4.   The completed document **should not exceed five sides of A4 including the table at the end of the template**. Font size should be no smaller than 10.5 point Arial. Any HEFCE text inside the fields to be completed may be deleted – all other details must remain.

Project information		
Institution leading the proposal		
Project title		
Intended project start date	*(must be no later than **December 2017**)	
Estimated project end date	*(must be no later than **December 2018**)	
Approval from both director of finance and head of institution	Yes/No* *delete as appropriate (Note: all proposals need this in place to proceed)*	
Contact person for the proposal		
Title and full name		
Position within institution		
Address for correspondence		
Phone		
Email		
Project partners		
Partner name	**Involvement**	**Estimated level of investment to be provided including status of investment (£)**
[*Add or delete rows as necessary*]		
Funding and finance		
Funding awarded via this Catalyst Fund call will provide revenue support for projects on a matched one-to-one basis with institutions' own resources or funding from other sources. We are very unlikely to provide funding to support capital infrastructure.		
Total Catalyst Fund request (maximum £50,000 funding): £		
Total matched funding	£ *State whether cash, in kind, capital, revenue or combinations of these, with specific amounts*	
Total estimated project cost (all funding)	£	

How will value for money be secured?	

Project information	
1. Aims and objectives of the project.	
2. Describe how the project is a strategic enhancement response to the issues of hate crime and online harassment of vulnerable groups of students on campus, and how it will be delivered.	
3. Identify which groups of students will be positively impacted by the project – for example, those who identify as black or minority ethnic, disabled, lesbian, gay, bisexual or transgender. Describe how you intend to ensure a positive impact for these students and include any ethical considerations that will be taken into account.	
4. Describe how students will be engaged with the process, both during the development phase and throughout the project.	
5. Describe how the project and its positive impact on students will be evaluated and disseminated.	
6. Describe how the key activities and enhancements will be embedded and sustained beyond the funding period.	

7. Describe, with evidence, how the project will align with the institution's own safeguarding strategies and key priorities for tackling hate crime and online harassment, and promoting student wellbeing.	

HEFCE Circular letter 20/2017 – Catalyst Fund: Tackling hate crime and online harassment on campus

Project inputs and outputs			
Key inputs	**Key outputs**	**Outcomes (short and medium-term)**	**How financed and resourced**
[*For example, five FTE staff*]			

Project key milestones and risks					
Target	**Key milestone**	**Key risks**	**Actions to mitigate risk**	**Estimated completion date**	**Outcome**
1					
2					
3					
4					
5					