*Business Improvement Fund – Residential aged care*

<business case template for   
(*insert name of provider)* >

Instructions and Guidance are in the blue text boxes. These are to be deleted before submission.

**<Month><Year>**

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# Executive Summary

*[Highlight the key points in the Business Case Proposal, which should include a summary of the proposed activities, and highlight how the activities will lead to ongoing and sustainable improvements in business operations and viability. Refer to independent business advice which has assessed the financial position of the provider and strategies for improved sustainable operations.]*

<insert text here>

# Business Need

*[Outline the Business need for the project justifying how and what value undertaking the proposed activities will bring for your organisation.]*

|  |  |
| --- | --- |
| Description (scope) | Describe the scope of the proposed activities for which funding support is being requested. |
| Impact | Describe the impact on the provider and other relevant parties including residents if the activities are supported and implemented, including on the ability of provider to maintain sustainable operations. |
| Benefits/Risks | Explain the expected benefits if the activities are supported and implemented and risks if they are not. |
| Need for assistance | Describe the financial position of the provider (including profit and loss and balance sheet) and financial risks being faced and implications of the financial position. If the provider is operating multiple facilities with varied financial positions provide details. If the provider or related group has other business interests outside residential aged care provide details.  Explain why grant assistance is needed to support the proposed activities and if other sources of funding or support for these activities have been explored and their availability within the provider organisation or related organisations or externally. |
| Business Advice | Describe what independent business analysis and advice has been sought and the outcomes of that analysis and recommended strategies.  Providers will need to supply a copy of independent business advice that provides a financial assessment of the provider and supports the business case and strategy, obtained through either the free Business Advisory Service Program or through another independent advisor. Visit [Business Advisory Services Program](https://www.pwc.com.au/health/aged-care-advisory.html) for more information about the Business Advisory Service |

# Implementation Approach, including Governance

Having identified the problem to be solved, this section of the proposal outlines how your organisation would implement the proposed activities and use the grant funding. This would include any governance, control, reporting and other assurance processes covering the use of the grant funding for the proposed activities.

<insert text here>

## Timetable/Milestones

*[Provide an overview of the proposed timetable or schedule for implementing the proposed activities - highlight key milestones or implementation stages and target dates.*

<insert text here>

| **Milestone / Deliverable** | **Description** | **Date or elapsed time** |
| --- | --- | --- |
| **Planned Start Date** <DD MMM YYYY> | | |
| <Milestone> | <Description> | <DD MMM YYYY> |
| <Milestone> | <Description> | <DD MMM YYYY> |
| Add more rows as needed | <Description> | <DD MMM YYYY> |
| **Planned End Date** <DD MMM YYYY> | | |

<insert text here>

## Dependencies

*[Provide a view on any dependencies in delivering the proposed activities, for example, on resources within the organisation or bodies external to the organisation.*

<insert text here>

# Financial Matters

*[Provide a view on the planned costs in undertaking the activities, broken down into appropriate detail   
e.g:*

*- staff / contractor / consultant costs - training costs*

*- capital costs/ fit out costs - equipment / material costs*

*- ICT hardware / software costs - other costs*

Categories need to be tailored to suit the proposal.

<insert text here>