Large Capital Procurement Assessment Form

This form must be completed by management prior to any property purchase or renovation works exceeding £25,000. The completed form must be reviewed and approved by the Trustees and/or Finance Steering Group (FSG) – please refer to the Finance Policy.

Section 1 – Project Overview

Project Title:

Project Location:

Date of Submission:

Lead Officer / Project Manager:

1.1 Project Description

Provide an outline of the proposed renovation or property purchase, including what, where, how, and what is the timescale.

1.2 Purpose and Strategic Fit

Explain how this project aligns with Handcrafted's mission and values. Describe the intended impact on Handcrafted, its beneficiaries, and trainees.

1.3 Evidence of Need

Summarise the evidence supporting this project, including data, stakeholder feedback, or strategic requirements.

1.4 Project Management Capacity

Identify who will manage this project. Confirm and evidence whether Handcrafted has the internal capacity (skills, time, and resources) to deliver it successfully.

1.5 Initial Survey and Appreciation of Works

Describe the survey and appreciation carried out and any key findings or concerns. Detail who carried out the survey/appreciation and why they are qualified to do so.

Section 2 – Financials

2.1 Projected Cost Summary

Item	Estimated Cost (£)	Funding Source	Notes

Total Project Cost: £_______________

2.2 Projected Financial Impact

Describe the expected financial implications over the next 10 years, including impact on cashflow, reserves, liabilities, and assets.

2.3 Feasibility and Funding Plan

Explain how the project will be funded and confirm that a suitable buffer is in place for potential overspend.

2.4 Evidence of Procurement Process

Attach evidence as appropriate:
- For renovation works: formal tender process (minimum of 3 quotes).
- For property purchases: surveyor's report, solicitor checks, and due diligence documents.

2.6 Evidence of Value for Money

Provide evidence that the proposal represents value for money, such as comparable property values or tender results.

Section 3 – Risk Assessment

Please use the Handcrafted Risk Scoring Matrix (see Appendix I)

Risk Description	Mitigation	CONSEQUENCE	Likelihood	Responsible Person

Section 4 – Senior Management Assessment

4.1 CEO Comments (Mission, Values, Impact)

Name ____________________________ Date ________________

4.2 Operations Director Comments (Operational Delivery)

Name ____________________________ Date ________________

4.3 Finance Manager Comments (Financial Impact)

Name ____________________________ Date ________________

Section 5 – Trustee / FSG Review

Reviewer	Date	Comments / Queries	Management Response

Section 6 – End of Project Review

Review Area	Achieved (Yes/No)	Comments
Project completed successfully		
Financial targets met		
Timescale targets met		
Purpose achieved		

Trustee / FSG Review Comments:

Date of Review: ______________________

Reviewed By: ______________________

Appendix I – Handcrafted Risk Scoring Matrix

HANDCRAFTED
A HOPE + A FUTURE

RISK SCORING MATRIX

Consequence

	Insignificant	Negligible	Moderate	Extensive	Significant
People	Minor skills impact.	Minor impact to capability	Unavailability of core skills affecting services.	Unavailability of critical skills or personnel	Protracted unavailability of critical skills/people.
	Minor injury or first aid treatment	Injury requiring treatment by medical practitioner	Major injury / hospitalization	Single death and/or multiple major injuries	Multiple deaths
Information	Compromise of information otherwise available in the public domain.	Minor compromise of information sensitive to internal or sub-unit interests.	Compromise of information sensitive to this organisation operations.	Compromise of information sensitive to organisational interests.	Compromise of information with significant ongoing impact.
Property & Equipment	Minor damage or vandalism to asset.	Minor damage or loss of <5% of total assets	Damage or loss of <20% of total assets	Extensive damage or loss <50% of total assets	Destruction or complete loss of >50% of assets
Reputation	Local mention only. Quickly forgotten. Freedom to operate unaffected. Self-improvement review required	Scrutiny by Executive, internal committees or internal audit to prevent escalation. Short term local media concern. Some impact on local level activities	Persistent national concern. Scrutiny required by external agencies. Long term 'brand' impact.	Persistent intense national public, political and media scrutiny. Long term 'brand' impact. Major operations severely restricted.	International concern, Governmental Inquiry or sustained adverse national/international media. 'Brand' significantly affects organisational abilities.
Financial	1% of Project or Organisational Annual Budget	2-5% of Project or Organisational Annual Budget	5-10 % of Project or Organisational Annual Budget	> 10% Project or Organisational Annual Budget	> 30% of Project or Organisational Annual Budget
Capability	Minimal impact on non-core business operations. The impact can be dealt with by routine operations.	Some impact on business areas in terms of delays, systems quality but able to be dealt with at operational level	Impact on the organisation resulting in reduced performance such that targets are not met. Organisations existence is not threatened, but could be subject to significant review or changed ways of	Breakdown of key activities leading to reduction in performance (eg. service delays, revenue loss, client dissatisfaction, legislative breaches). Survival of the project/activity/organisation is threatened	Critical failure(s) preventing core activities from being performed. The impact threatens the survival of the project or the organisation itself.

Likelihood

Qualitative Likelihood	Quantitative Likelihood		Insignificant	Negligible	Moderate	Extensive	Significant
Is expected to occur in most circumstances	Has occurred on an annual basis in this organisation in the past or circumstances are in train that will cause it to happen	Almost Certain	5	10	15	20	25
Will probably occur in most circumstances	Has occurred in the last few years in this organisation or has occurred recently in other similar organisations or circumstances have occurred that will cause it to happen in the next few years	Likely	4	8	12	16	20
Might occur at some time	Has occurred at least once in the history of this organisation or is considered to have a 5% chance of occurring in the next	Possible	3	6	9	12	15
Could occur at some time	Has never occurred in this organisation but has occurred infrequently in other similar organisations or is considered to have a 1% chance of occurring in the next	Unlikely	2	4	6	8	10
May occur only in exceptional circumstances	Is possible but has not occurred to date in any similar organisation and is considered to have very much less than a 1% chance of	Rare	1	2	3	4	5