

Appendix 8. Sample Capital Investment Project Requests

Example A. CIP Project Request Form

Year _____

Request for investment project no. _____ Department _____

1. Project description

A. Project name: _____

B. Description: _____

C. Location: _____

D. Purpose: _____

E. A project request to cover this project was/was not submitted last year.

F. (Optional): Site location map ____ and/or photograph of site or structure ____ are/is attached.

2. Need

A. Who will derive the greatest benefit from this facility?

☐ Citizens ☐ Businesses ☐ Industries

B. What will be the scope of services provided by this facility?

☐ Regional ☐ Municipal ☐ Neighborhood

C. Comment on the needs to be met by this project.

Source: This appendix was adapted from Urban Institute 2006, prepared for LGs in Ethiopia under a World-Bank-sponsored project.

3. Costs (US\$)

A. Approximate total investment cost	\$ _____	2. Land	
B. Cost already incurred	\$ _____	a. Site already acquired	\$ _____
C. Balance	\$ _____	b. Site to be acquired	\$ _____
D. Detailed cost estimates:		c. Area required (hectares)	\$ _____
1. Planning		d. Estimated cost	\$ _____
a. Engineering	\$ _____	3. Construction	
b. Architectural	\$ _____	a. Estimated cost	\$ _____
Subtotal	\$ _____	4. Equipment and furnishings	
		a. Equipment	\$ _____
		b. Furnishings	\$ _____
		c. Other	\$ _____
		Subtotal	\$ _____
		Total investment cost	\$ _____

3a. Estimated annual maintenance, repair, and operations costs \$ _____

4. Proposed expenditures by years (the possibilities for phasing, number of phases, and cost)

Prior year	\$ _____	4 th	\$ _____
1st	\$ _____	5 th	\$ _____
2nd	\$ _____	6 th	\$ _____
3rd	\$ _____	Later	\$ _____

5. Construction and procurement method _____

6. Estimated effect of completed project on municipal budget

Revenue:	Operating expenses:
a. Increased	a. Increased
b. Decreased	b. Decreased

7. Relationship to other projects

— Project name _____

— How related _____

8. Priority

- a. What priority number does your department/institution assign to this project among those being requested at this time? _____
- b. What are your reasons for the priority you have assigned to this project? _____

9. Recommended financing (by amount in currency or by percentage. Can be more than one source)

_____ Own sources, general (unrestricted) revenues	_____ State transfer (categorical grant)
_____ Own sources, earmarked (restricted) revenues	_____ Bank loan or municipal bond
_____ Municipal reserve fund	_____ International donor grant
	_____ International donor loan

Comments (Please specify any local matching requirement for state or donor funds.)
