

**Innovation and Development Fund**

*Application Form*

**Application Summary**

**A. Project Title**

|  |
| --- |
|  |

**B. Applicant Details**

|  |  |
| --- | --- |
| **Library Service** |  |
| **Name of Lead Manager** |  |
| **Job Title** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |
| **Mobile** |  |

**C. Project Summary**

|  |  |
| --- | --- |
| **Which of the identified strategic priorities does your application support?** |  |
| **Project Aim** |  |
| **Project Summary** (around 250 words) |  |
| **Amount of Funding Requested** | **£** |

**D. Project Partners**

|  |  |
| --- | --- |
| **Are you applying for this funding in partnership with another organisation?** |  |
| **If Yes, please give details** |  |

**Section 1: Organisation**

Enter the details of the project team, inserting additional rows as required:

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Role** | **Name** | **Job Title** | **Email** |
| Project Manager |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 2: Background**

Please give details of any contextual information which may support your bid. (300 words)

|  |
| --- |
|  |

**Section 3: Project Details**

Explain the project aims, objectives and intended outcomes, outlining the specific processes for delivering key aims as well as the underlying rationale for the favoured approach.

|  |
| --- |
|  |

**Section 4: Project Outcomes**

Please list the specific outcomes and outputs of your proposed project.

|  |
| --- |
|  |

**Section 5: Project Impact**

1. Please state the intended impact of the project and outline plans for measuring success.

|  |
| --- |
|  |

1. How would your proposed project enhance the quality of service delivery and professional practice in the context of your own organisation?

|  |
| --- |
|  |

1. What value would knowledge about the outcomes of and lessons learned from your project have in supporting service and professional practice development in the wider sector?

|  |
| --- |
|  |

**Section 6: Milestones**

Please complete the table to include key project milestones, inserting additional rows as required:

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Output** | **Date** |
|  |  |  |
|  |  |  |

**Section 7: Project Management**

(a) What will be the arrangement for management of your proposed project (including partner participation, where applicable)?

|  |
| --- |
|  |

(b) How will you implement quality management? What standards will be considered when planning the project?

|  |
| --- |
|  |

**Section 8: Finance**

Please provide details of the expenditure identified for the project, inserting rows as required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Anticipated date of expenditure** | **Cost from IDF fund** | **Cost from other budget** | **Total cost** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

**Section 9: Sustainability**

What are your plans for sustaining project activity after the funding period ends?

|  |
| --- |
|  |

**Section 10: Risk Management**

What are the main risks for your project? How likely is it that these scenarios will occur? What is the potential impact, and what arrangements do you have in place to mitigate risk factors? Please note that a condition of grant will require a register of risks to be kept.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Likelihood** (high, medium, low) | **Impact** (high, medium, low) | **Action to manage risk** |
|  |  |  |  |
|  |  |  |  |

**Section 11: Service Overview**

Please provide details of any significant changes to library service provision in your local authority/organisation within the last three years. In particular, please include any reductions/increases in opening hours, library closures/openings, reduction/increase in staff numbers, or the introduction of new services.

|  |
| --- |
|  |

**Section 12: Project Dates**

|  |  |
| --- | --- |
| What is the date on which the proposed project would commence? |  |
| What is the date on which the proposed project would finish? |  |
| Which financial years (April to March) does your project fall within? |  |

**Section 13: Dissemination**

SLIC will disseminate reports from your project through its website. SLIC may also request a follow-up report about the impact of your project between 12 and 24 months after the funding period.

You may also be asked to provide details of any; publications, websites, mailing lists, seminars or conferences where you have presented details of your project.

**Section 14: Declaration**

I believe that the project is achievable within the given time and cost constraints, and with the available resources. I declare that, to the best of my knowledge, the information provided in this application form and any supporting documentation is accurate.

**Head of Library Service or equivalent**

|  |  |
| --- | --- |
| Name: | Signature: |
| Position: | Date: |

**Line Manager of Head of Library Service or equivalent, or Director of Finance**

|  |  |
| --- | --- |
| Name: | Signature: |
| Position: | Date: |

**Partners, if joint project**

|  |  |
| --- | --- |
| Name: | Signature: |
| Position: | Date: |

All applications should be emailed to **applications@scottishlibraries.org**