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# Scottish Government School Library Improvement Fund

Application Form

\***Please remember to FULLY complete the Bank Details section and ask your Key Contact to countersign the form.**

**Forms that are not submitted and signed by your Key Contact cannot be processed.**

## Application Summary

### A. Project Title

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### B. Applicant Details

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

### C. Project Summary

|  |  |
| --- | --- |
| **Which of the identified 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** |  |

## Application

### Section 1: Organisation

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Role** | **Name** | **Job Title** | **Email** |
| Project Manager |  |  |  |
|  |  |  |  |
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### Section 2: Background

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

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### Section 3: Project Details

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

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### Section 4: Project Outcomes

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

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### Section 5: Project Impact

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

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

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1. What value could your project have in supporting service development and enhancing professional practice in the wider sector?

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### Section 6: Milestones

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

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

### Section 7: Project Management

(a) What will be the arrangements for managing your proposed project? Please include partner participation, where applicable.

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(b) Which How Good is our School Library? (HGIOSL) quality indicators are satisfied by project outcomes?

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(c) How will you implement quality management in relation to Vibrant Libraries, Thriving Schools?

### Section 8: Finance

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

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| --- | --- | --- | --- | --- |
| **Activity** | **Anticipated date of expenditure**  | **Amount from SLIF** | **Amount from other budget** | **Total Amount**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

### Section 9: Sustainability

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

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### 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.

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| --- | --- | --- | --- |
| **Risk** | **Likelihood**(high, medium, low) | **Impact** (high, medium, low) | **Action to manage risk**  |
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### Section 11: Service Overview

Please provide details of any significant changes to library service provision in your 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.

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### Section 12: Project Dates

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| --- | --- |
| What is the date on which the proposed project will commence? |  |
| What is the date on which the proposed project will finish? |  |

### Section 13: Dissemination

The Scottish Library & Information Council (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.

### 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.

## Please provide details of the bank account, in the event of a successful application, to which the grant should be paid.

**Name and address of bank or building society:**

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| ................................................................................................................................... |
| ...................................................................................................................................**Bank or building society account name:** ...................................................................................................................................**Sort code** |\_\_|\_\_|-|\_\_|\_\_|-|\_\_|\_\_|    **Account number** |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|**Reference Number (if applicable)** |
| ................................................................................................................................... |

#### SLIC School Library Key Contact

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

#### Headteacher, or Director of Education/Finance

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

#### Partners, if joint project

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

Key contacts should send completed applications to **applications@scottishlibraries.org** **by 5 pm on Friday 14th December, at the very latest.**

**\*We often receive a deluge of e mails on the submission date and hence, earlier submissions are welcomed and appreciated.**