

Scottish Government School Library Improvement Fund

Application Form Guidance

Application Summary

A. Project Title

Please enter a short title that describes the main aims or outcomes of your project. This will be used when referring to the project in future and in any promotional materials if the application is successful.

B. Applicant Details

Please enter the details of the person within your school who will be leading the implementation of this project. This person will be SLiC's main point of contact regarding the **project**.

C. Project Summary

Which of the identified priorities does your application support?

With the recent publication of [Vibrant Libraries, Thriving Schools: A National Strategy for School Libraries in Scotland 2018-2023](#), applications will be required to outline how the project will support the strategic aims of the strategy.

Your application should demonstrate which strategic aim your project will support in line with *Vibrant Libraries, Thriving Schools*. These aims are as follows:

- **Strategic Aim 1:** School libraries in Scotland are a key resource and are central to the implementation of Curriculum for Excellence, develop pupil skills for the world of work, and encourage learning that will stay with pupils throughout their lives.
- **Strategic Aim 2:** School libraries in Scotland use digital technology to deliver high quality and efficient digital learning experiences for young people, enabling access to information and creative opportunities.
- **Strategic Aim 3:** School libraries in Scotland are central to education for all ages, develop a culture of reading for pleasure, offer literacy numeracy support from ELC settings through to primary and secondary schools, and enable opportunities for family learning.
- **Strategic Aim 4:** School libraries in Scotland contribute to health literacy, social and mental wellbeing, and provide a safe, trusted space for children and young people to be nurtured.
- **Strategic Aim 5:** School libraries in Scotland are essential to closing the attainment gap, support all curriculum area, are well-supported by the school management team and operate under a successful working model.

Project Aim

State the main aim of your project. This should be clearly linked to the priority identified previously.

Project Summary

Provide a brief overview of how your project will achieve the stated aim and what will be delivered as part of the outcomes. You may wish to include details of target audience(s) or specific project activities. This should be clearly linked to the funding priority identified previously.

Amount of Funding Requested

Please state the total sum requested from the School Library Improvement Fund in support of your project.

D. Project Partners

Are you applying for this funding in partnership with another organisation?

If you are applying in collaboration with external schools (ie from other local authority areas) or an external organisation, who are essential delivery partners, please provide details. It is not necessary to list every agency you will interact with over the course of the project.

If YES, please give details.

Outline how the partners will be involved in the delivery of your project.

Application

Section 1: Organisation

Please give details of the key members of staff who will be involved in the delivery of the project. Include details of each person's role in supporting the project as well as their normal job title.

Section 2: Background

The background information may include factors specific to your school library/school library service such as previous work, existing resources or staff expertise that may be relevant to this project. You may also wish to include details of relevant policies, research or good practice elsewhere which supports your application. This section should be around 300 words in length.

Section 3: Project Details

This section should be used to provide a detailed outline of the proposed project. This should cover all activities included within the project, with details of how these will be delivered and how they meet key aims. A clear rationale for the outlined approach should also be provided.

Section 4: Project Outcomes

Include details of the tangible outputs or actions resulting from project activity.

Section 5: Project Impact

(a) Please state the intended impact of the project and outline plans for measuring success.

Provide details of the impact your project will have. This should be clearly linked to the funding priority identified previously. Outline the approach you will adopt in evaluating the success of the project. This should include success criteria and a statement on how performance against these will be measured.

(b) How would your proposed project enhance the quality of service delivery and professional practice within your own organisation?

Indicate how the project contributes to service development – how will the project enhance the school library offer? The impact on staff development and professional practice should also be outlined in this section.

(c) What value could your project have in supporting service development and enhancing professional practice in the wider sector?

Outline the potential benefits your project could have in supporting school library service development across Scotland. You may wish to consider the potential for scaling up your project for wider application, as well as the value of sharing your experiences and lessons learned with the wider school library community.

Section 6: Milestones

In this section you should identify the key phases of activity, or milestones, over the course of your project. Please note the tangible output(s) that you expect to achieve by the time this milestone is reached. The dates should be indicative and sequential but it is not necessary to provide an exact day.

Section 7: Project Management

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

Provide details of the structures and mechanisms that will be put in place to manage the project. You may wish to refer to the different roles and responsibilities outlined in Section 1 of the application.

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

State the HGIOSL quality indicator(s) that this project contributes towards.

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

Indicate how you will apply the vision of the strategy document within the context of this project. You may wish to consider the actions listed under the relevant strategic aims.

Section 8: Finance

Identify the main areas of expenditure for your project and indicate the likely date of the expenditure and the exact amount requested from the School Library Improvement Fund (SLIF). You should also include details of funding from other sources where applicable. The total project cost of each activity should be reflected in the end column of the table, and the total cost from SLIF and other budgets should appear in the last row of the relevant columns. Please round the figures up to the nearest pound.

Section 9: Sustainability

Outline the plans and procedures that will be put into place to ensure that the project outcomes and benefits will continue beyond the funding period.

Section 10: Risk Management

Identify the main risks for your project and assign each a level of risk associated with the likelihood of this factor occurring. Note the potential impact of each risk in the 'Impact' column and indicate the level of impact this factor could have on potential project outcomes. This should make clear the areas of high risk for your project. The 'Action to manage risk' column should be used to provide details of the arrangements in place and potential workarounds that would apply in the event of these risks being realised.

Section 11: Service Overview

This section allows you to provide some context about your operating environment in order to support your application.

Section 12: Project Dates

What is the date on which the proposed project will commence?

Indicate a start date for the project.

What is the date on which the proposed project will finish?

Enter an indicative end date for the project. For 2018-19 awards projects must be completed within 12 months.

Section 13: Dissemination

Please refer to the specific funding call for further information on reporting requirements.

Section 14: Declaration

SLIC School Library Key Contact

This section **MUST** be signed by the SLIC School Library key contact who will co-ordinate applications from their local authority area. This person will be SLIC's main point of contact regarding the **funding**.

Line Manager of applicant/project lead

This section **MUST** be signed by the Line Manager of the applicant (or equivalent) or by the Director of Education/Finance (or equivalent).

Partners (where applicable)

This section **MUST** be signed by a senior manager from the partner organisation.

Please note: Applications will not be accepted if they have not been signed by the designated individuals.