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# Scottish Government Public Library Improvement Fund

Application Form

*\*Please remember this form needs to be countersigned by the Head of Library Service (or equivalent), the Line Manager of the Head of Library Service and any Partners. Forms that are not signed 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

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| --- | --- |
| **Which of the aims outlined in *Ambition & Opportunity* and/or which of the identified funding priorities does your project 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 provide information about why you want to run this project. This could include learning from your previous work, relevant research and policies, and consultations with library users (300 words).

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### Section 3: Project Details

Explain what your project will achieve, outline your delivery plans and tell us why you’ve chosen this approach.

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### Section 4: Outcomes & Outputs

What will change in the short and medium term as a result of your project?

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### Section 5: Project Impact

1. What will be the longer-term benefits of your project?

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1. How will the project develop your service and staff? How will it enhance what you currently offer?

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1. How will you measure this?

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1. How will your project benefit the wider library sector? How will you share your experiences and lessons learned?

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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** | **Date** |
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### Section 7: Project Management

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

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(b) Have you carried out a [How Good Is Our Public Library Service](https://scottishlibraries.org/advice-guidance/frameworks/how-good-is-our-public-library-service/) (HGIOPLS) review or what are your plans to carry out a review during the course of the project? What Quality Indicators will be satisfied?

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### 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 PLIF** | **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.

Please include date of the latest HGIOPLS assessment.

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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? |  |
| Which financial years (April to March) does your project fall within? |  |

### 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.

#### Head of Library Service or equivalent

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

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

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

#### Partners, if joint project

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

Email applications should be sent to [**applications@scottishlibraries.org**](mailto:applications@scottishlibraries.org) **by 5pm on Monday 16th November 2020**

**We often receive a high volume of emails on the submission date, therefore earlier submissions are welcomed and appreciated.**