Scottish Government Public 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 library service 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?
Each year SLIC and the Scottish Government identify priorities for the Public Library Improvement Fund (PLIF). Your application should demonstrate which priority your project will support. Please refer to the SLIC website for details of current PLIF priorities.

Project Aim
State the main aim of your project. This should be clearly linked to the funding 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 Public Library Improvement Fund in support of your project. There is no minimum or maximum amount that you can apply for and you can submit more than one application.

D. Project Partners
Are you applying for this funding in partnership with another organisation?
If you are applying in collaboration with other library services or an external organisations, 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 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, as well as the outcomes arising from these (i.e. the impact of these actions).

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 in the context of your own organisation?

Indicate how the project contributes to service development – how will the project enhance the core offer of your libraries? 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 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 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.
State the HGIOPLS quality indicator(s) that this project contributes towards.

(b) How will you implement quality management in relation to How Good is our Public Library Service (HGIOPLS)? Which quality indicators are satisfied?

Indicate how you will apply the HGIOPLS framework within the context of this project. You may wish to consider the key questions listed under the relevant HGIOPLS quality indicator(s).

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 Public Library Improvement Fund (PLIF). You should also include details of funding from others 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 PLIF 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.

Please include the details of the latest HGIOPLS assessment your organisation undertook.

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.

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

Public Library Improvement Fund (PLIF) projects are normally expected to be completed, and award funds expended, in the financial year in which an award is made. If your project will follow a different timetable – i.e. the end date stated above is in a different financial year to the indicated start date - please note all financial years in which project activity will take place.

Please note the first tranche of funding will be made in July, so your project should commence after this time.

Section 13: Dissemination

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

Section 14: Declaration

Head of Library Service (or equivalent)

This section should be signed by the most senior library service manager. This person will be SLIC's main point of contact regarding the **funding**.

Line manager of Head of Library Service (or equivalent), or Director of Finance

This section should be signed by the person to whom the Head of Library Service (or equivalent) reports to or by the Director of Finance.

Partners (where applicable)

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