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# Scottish Government School Library Improvement Fund

Application Form

*\*Please remember this form needs to be countersigned and submitted by the SLIC School Key Contact. The Headteacher/Director of Education/Finance and any Partners also need to sign the form. 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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| --- | --- |
| **Project Aim/s:**  Which of the aims outlined in *Vibrant Libraries, Thriving Schools - A National Strategy for School Libraries in Scotland 2018-2023* does your project support? |  |
| **Project Summary**  Please give a brief summary of your project, clearly linking to the strategic aim/s identified previously. Please also state if your application relates to this year's funding priority (**300-word limit)**. |  |
| Amount Requested | **£** |

### D. Project Partners

|  |  |
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| Are you applying 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.

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. (**300-word limit)**

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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.

Use this section to provide a detailed outline of the proposed project. Make sure you 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 also needs to be provided. **(700-word limit)**

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### Section 4: Project Outcomes

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

Include details of the tangible outputs or actions resulting from project activity, as well as the outcomes arising from these (i.e. project targets reached). (**700-word limit)**

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### Section 5: Project Impact

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

Provide details of the impact your project will have, ensuring it is clearly linked to the strategic aims of *Vibrant Libraries, Thriving Schools - A National Strategy for School Libraries in Scotland 2018-2023.* If your application relates to this year's funding priority, please give details. Outline the approach you will adopt in evaluating the success of the project. Please include success criteria and a statement on how performance against these will be measured. **(300-word limit)**

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

 (**300-word limit)**

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1. 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. **(300-word limit)**

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### Section 6: Project Plan

Please complete the table to include key project milestones and a planned completion date, inserting additional rows as required.

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

### Section 7: Project Management

What will be the arrangements for managing your proposed project? Please include partner participation, where 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. **(300-word limit)**

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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 SLIF** | **Amount from another budget** | **Total Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

### Section 9: Sustainability

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

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. **(300-word limit)**

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### Section 10: Risk Management

What are the main risks for your project?

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. High risk factors for your project need to be clearly indicated.  Use the ‘Action to manage risk’ column to provide details of the arrangements in place and potential workarounds that would apply in the event of these risks being realised.

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

### Section 11: Service Overview

This section allows you to provide some context about your current operating environment in order to support your application.  Please provide details of any significant changes to service provision within your school library in the last three years.

**(300-word limit)**

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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 grant is issued.

### 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 confirm that your organisation observes the **“Fair Work First” scheme.** This should include the changes that came into effect on [1 July 2023](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/1/).

**Note:** The online application form does not require signatures. Confirmation of signatures, including those of partners will be required, if successful, as part of the Conditions of Grant.

#### SLIC School Library Key Contact

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

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

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

#### Partners, if Collaborative Project

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

Applications should be submitted through your Key Contact by **12 noon on Wednesday 20th September 2023**