

\*The information below is for your reference, please input answers into the application portal available at libraryon.org/grants.

**Profile form**

|  |  |
| --- | --- |
| First name: |  |

|  |  |
| --- | --- |
| Last name: |  |

|  |  |
| --- | --- |
| Job title: |  |

|  |  |
| --- | --- |
| Library service: |  |
| *If applying as a consortium, please input the name of the library service you have chosen to be the lead applicant* |

|  |  |
| --- | --- |
| Are you applying as a consortium? | Yes  No |

|  |  |
| --- | --- |
| If yes, please provide the names of the other services and contact names: |  |

|  |  |
| --- | --- |
| Name of your project: |  |
| *Please add a short project title for identification purposes.* |

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| How much do you wish to apply for? | £10,000 - £30,000  £30,001 - £50,000  £50,001 - £70,000 |

**Expression of Interest form**

Project summary

|  |  |
| --- | --- |
| Please provide a summary of your project: *Maximum 300 words* |  |

Aims

The LibraryOn grant programme aims to:

* Increase the online discoverability of libraries for existing and new users.
* Enable library services to improve their digital presence making it easier for customers to discover, engage and access services online.
* Support the wider digital transformation of the public library sector.
* Make it easier for library services to engage with LibraryOn and to develop seamless user journeys between it and local websites.

|  |  |
| --- | --- |
| How does your project meet the aims of the LibraryOn grant programme?  *Maximum 400 words* |  |

Impact

|  |  |
| --- | --- |
| What will be the impact of the activity on your service, users and the sector?  *Maximum 500 words* |  |

Financial check

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| --- | --- |
| I can confirm that the finance team has agreed this expenditure can be capitalised if I am awarded a grant. |  |

**Full application form**

Basic details

|  |  |
| --- | --- |
| Project title: |  |
| *This will be published on the LibraryOn website if funding is awarded.* | |

|  |  |
| --- | --- |
| Please give a brief outline of your project:  *Maximum 100 words* |  |
| *This will be published on the LibraryOn website if funding is awarded.* | |

|  |  |
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| How much funding are you apply for? | £ |

|  |  |
| --- | --- |
| Please provide a start and end date for your project: |  |
| *Projects cannot exceed six months in length and delivery should be complete by Friday 22nd December 2023*. | |

Activity

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| --- | --- |
| What activity will you undertake?  *Maximum 300 words* |  |
| *Please tell us about the main stages and tasks of the activity.* | |

|  |  |
| --- | --- |
| Will you work with any partners to deliver your activity? If so, please provide details here.  *Maximum 200 words* |  |
| *If applicable, please tell us who the partners are and what their role will be.* | |

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| Who will be managing the programme of activity and how will you manage it?  *Maximum 300 words* |  |
| *Please tell us who will be involved in managing your activity, what their role will be and how you will manage the different elements.* | |

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| What are the risks and how will you manage them?  *Maximum 300 words* |  |

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| --- | --- |
| The activity needs to be completed by 22 December 2023, how will you ensure it is delivered effectively and on time?  *Maximum 300 words* |  |

Reporting

|  |  |
| --- | --- |
| How will your project deliver against the aims of the LibraryOn grants programme?  *Maximum 400 words* |  |

|  |  |
| --- | --- |
| What will be the impact of the activity on your service, users and the sector? How will you measure its success?  *Maximum 500 words* |  |

Budget

What will you spend the money on? Please provide a budget breakdown for the full amount.

|  |  |
| --- | --- |
|  | Expenditure detail |
| Asset purchases e.g. hardware |  |
| Creating/purchasing initial content |  |
| Internal staff working directly on the creation of the asset |  |
| External professional services used to directly create the asset |  |
| Other capital costs |  |
| If applicable, other costs |  |
| *We can fund 100% of the project. However, you are welcome to cover elements of the project with funding from elsewhere. For example, if some of your planned expenditure is not capital it can be supported from other sources. If any activity is covered from other sources, please indicate which elements of expenditure this will be allocated towards.* | |

|  |  |
| --- | --- |
| I confirm that I have discussed the project activity with the finance team to ensure it and any procurement processes can be delivered within the published timeframe; and the finance team confirms that the expenditure can be capitalised on the balance sheet. |  |

|  |
| --- |
| Please complete and upload the template from the guidance document confirming your finance team is aware of the project and is able to capitalise any expenditure on the balance sheet. |

Declaration

 I confirm that:

* I have read the guidance for applicants and additional information.
* To the best of my knowledge, the details provided in this application are accurate.
* Expenditure can be capitalised on the balance sheet if funding is awarded.

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| --- | --- |
| Name: |  |