|  |  |  |  |
| --- | --- | --- | --- |
| **Enter funding body's name**  **Grant program**  **2015** | | | |
|  | | | |
| **APPLYING FOR A GRANT** | | | |
| **INSTRUCTIONS**   * Applicants must address each question. * Word and/or character limits apply for extended questions. * Applications should address the selection criteria.   **ASSESSMENT CRITERIA**  Applications are assessed on merit according to the following criteria:   * identified and demonstrated community benefit * identified and demonstrated strategic alignment * meets the needs of diverse communities * evidence of council commitment evidence to support ongoing sustainability of the project evidence to support evaluation of the project * proposed project is innovative or creative.   **SUBMISSION**  **Application**  Complete this form and submit with a separate document containing your reference list, by uploading to [DropItToMe](https://dropitto.me/ifn614-2015-grant-app) (with password: app) by 11.59pm Sunday 1 November.  Name your files:   * Form: [2015-S2-IFN614] Assignment-3-Grant-application-form-Surname-Firstname-Surname2-Firstname2-Surname3-Firstname3.docx * Reference list: [2015-S2-IFN614] Assignment-2-Grant-application-Reference-list-Surname-Firstname-Surname2-Firstname2-Surname3-Firstname3.docx   **Reflection**  Each project team member should submit a reflective discussion on the experience of developing the grant application. [Further information.](http://2015.informationprograms.info/assignment-2-3-eoi-and-grant-application/)  Submit by uploading to [DropItToMe](https://dropitto.me/ifn614-2015-a3-reflect) (with password: reflect) by 11.59pm Sunday 1 November.  Name the file: [2015-S2-IFN614] Assignment-3-Reflection-Surname-Firstname.docx  **ENQUIRIES**  Enquiries can be posted on the funding agency’s [forum](http://2015.informationprograms.info/forums/) or directed to qut.ifn614@gmail.com. | | | |
| **APPLICANT DETAILS** | | | |
| **Library service** |  | | |
| **Library service manager** | First name | Last name | |
| **Project lead** | First name | Last name | |
| **Phone number** |  | | |
| **Email address** |  | | |
| **Team member 1** | First name | Last name | |
| **Phone number** |  | | |
| **Email address** |  | | |
| **Team member 2** | First name | Last name | |
| **Phone number** |  | | |
| **Email address** |  | | |
| **PROJECT DESCRIPTION** | | | |
| **Project tile** | 50 words or 300 characters maximum | | |
| **Amount of funding requested** | $ | | |
| **Project purpose, aims, objectives and anticipated benefits** | 500 words or 3000 characters maximum | | |
| **Project overview** | 500 words or 3000 characters maximum | | |
| **PROJECT PLAN** | | | |
| **Anticipated start date** |  | **Anticipated finish date** |  |
| **Project team and responsibilities** | 250 words or 1500 characters maximum | | |
| **Project timeline**  State each project activity, responsibility and timeframe | |  |  |  | | --- | --- | --- | | Activity | Responsibility | Timeframe | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | |
| **Budget**  As accurately as possible, identify major costs of the project (include component, justification and amount) | |  |  |  | | --- | --- | --- | | Component | Justification | Amount | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | |
| Provide explanatory notes on the budget if required | 250 words or 1500 characters maximum | | |
| **Risks**  Identify major risks, likelihood, impact and mitigation strategies | |  |  |  |  | | --- | --- | --- | --- | | Risk | Likelihood | Impact | Mitigation strategies | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |
| **Evaluation**  Provide an overview of how the project will be evaluated and benefits measured | 250 words or 1500 characters maximum | | |
| **ASSESSMENT CRITERIA** | | | |
| In this section, you must demonstrate how your project meets the assessment criteria for applications. | | | |
| **Need**  Describe how the project will meet specific needs of the community | 250 words or 1500 characters maximum | | |
| Identify and describe broader community benefit | 250 words or 1500 characters maximum | | |
| **Strategic alignment**  Describe alignment to the organisation’s mission and strategic priorities | 250 words or 1500 characters maximum | | |
| Describe alignment to funding organisation’s strategic priorities | 250 words or 1500 characters maximum | | |
| **Innovation**  Describe how the project is innovative in its concept or idea, design, delivery or content | 250 words or 1500 characters maximum | | |