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| **Enter funding body's name****Grant program****2016** |
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| **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 6 November. Name your files: * Form: [2016-S2-IFN614] Assignment-3-Grant-application-form-Surname-Firstname-Surname2-Firstname2-Surname3-Firstname3.docx
* Reference list: [2016-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 6 November.Name the file: [2016-S2-IFN614] Assignment-3-Reflection-Surname-Firstname.docx**ENQUIRIES**Enquiries can be posted on the [grant website](http://2016.informationprograms.info/assessment/assignment-2-3-eoi-and-grant-application/) 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** |       |
| **Team member 3** | 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 |
|       |       |       |
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| **Budget**As accurately as possible, identify major costs of the project (include component, justification and amount) |

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| Component | Justification | Amount |
|       |       |       |
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| Provide explanatory notes on the budget if required |      250 words or 1500 characters maximum |
| **Risks**Identify major risks, likelihood, impact and mitigation strategies |

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| Risk | Likelihood | Impact | Mitigation strategies |
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| **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 |