

**Public Library Innovation Programme**

Call for proposals

**MATCHING GRANTS FOR INNOVATIVE SERVICES**

**IN NAMIBIA PUBLIC LIBRARIES**

APPLICATION FORM

**All fields are required**

1. **General information**

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| **Project title** |  |
| **Target group** **of your new service** |  |

1. **Library information**

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| --- | --- |
| **Name of the library** |  |
| **Type of the library** (underline one) | * Regional Library and Resource Center * Public library |
| Address |  |
| Telephone |  |
| Country |  |
| URL of the library web site (If available) |  |
| Project primary contact person  (to be able to communicate in English) |  |
| E-mail address of the primary contact |  |
| Head of the library |  |

1. **Library statistics**

|  |  |
| --- | --- |
| Total population of the area served by your library |  |
| Number of children in the area served by your library |  |
| Number of youth in the area served by your library |  |
| Average number of users served by your library per day |  |
| Average number of users served by your library per year |  |
| Number of computers for public usage |  |
| Number of full-time staff employed by your library |  |
| Number of part-time staff employed by your library |  |
| Number of volunteers in your library |  |
| Number of computers for staff usage |  |
| Does your library have internet connection? (underline one) |  |
| If yes, what type? Select from the list and underline one |  |
| Do you charge a membership fee? If so, how much in USD |  |
| Do you charge for computer and Internet usage? If so, how much in USD |  |
| Last annual library budget in USD |  |
| Please list source(s) of your budget |  |

1. **Project summary [abstract]**

Provide an abstract of the project: describe the idea, the needs of the target group(s), the technologies you will use the main activities to be carried out and expected results. (100 words)

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1. **Library and community profile**

Give a brief description of the library, including its most important services and achievements **using bullet points**. **Briefly** describe the broader community that your library serves. (Approximately 200 words)

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1. **Needs Assessment of the target group(s)**

Who are the beneficiaries of the project, in terms of gender, age etc.? Here, give a more detailed description of their needs, based on the evidence from your *Needs Assessment.* Provide an estimate of how many people will benefit from the project, and the challenges they face that the project will address. (200 words)

**See TIP SHEET: Needs assessment**

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1. **Project objective:**

Define main goal and objectives of the project **using bullet points**. Make sure your goals and objectives are clear and related to the problem defined in Section 6 *Target group(s)*. (100 words)

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1. **Technology**

Describe **what** information and communication technologies you will use; **why** this/theseparticular technology/ies are chosen and **how** the chosen technology/ies will help to address identified needs and support your project goals. (200 words)

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1. **Partners**

Describe the roles and responsibilities of each partner in the project **using** **bullet points**. Attach letter(s) signed by partner organisation(s), confirming their role and input. (150 words)

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1. **Project work plan**

Outline the project work plan – main activities and duration of each activity. Add new lines if needed. Please do not forget to include impact assessment activities in your plan. Please remember that this will be a 9-month project, implementation starts in May 2021 and ends in January 2022 (tentative). Check the invitation letter for schedule of reports.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Activity** | **Time frame** | | **FIRST PHASE (from dd/mm/yyyy to dd/mm/yyyy)** | | |  |  | |  |  | |  |  | |  |  | |  |  | | **Interim report** | | | **SECOND PHASE (from dd/mm/yyyy to dd/mm/yyyy)** | | |  |  | |  |  | |  |  | |  |  | |  |  | | **EVALUATION & REPORTING PHASE (from dd/mm/yyyy to dd/mm/yyyy)** | | |  |  | |  |  | | **Final report** | | |

1. **Project results**

Describe the expected results of the project and the expected impact the project will have on the target group. (200 words)

**See TIP SHEET: Defining results and impact**

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1. **Marketing and communication**

Describe proposed activities in each of the following areas: **Marketing:** how you will attract people to use the service? **Communication:** how will you communicate to local media and other stakeholders about the new service? (200 words)

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1. **Sustainability and advocacy**

Describe what actions you will take during the project to ensure that the newly introduced service continues after the funding ends. **Advocacy:** How will you convince the government/your Ministry/Council or organization and policy makers to sustain the service? (200 words)

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**14. Project budget**

***14.1 Expenses***

Provide a detailed budget for the amount requested from EIFL and the matching funds. Budget should be in USD. **The total of requested funds from EIFL must not exceed 5.000 USD.** Add new lines if needed.

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| --- | --- | --- | --- | --- | --- |
|  | Unit name | Number of units | Price for unit in USD | Total Requested from EIFL in USD | Total matching funds in USD |
| Equipment |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Staff and administration |  |  |  |  |  |
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|  |  |  |  |  |  |
| Contracted services (consultants, trainers, speakers, technical support, etc.) |  |  |  |  |  |
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| Project related travel costs |  |  |  |  |  |
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| OTHER costs |  |  |  |  |  |
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| **TOTAL** |  | | |  |  |
| **TOTAL all sources combined** |  | | |  | |

***14.2 Sources of funding***

A letter of support confirming matching funds from other contributors must be attached to the application. The letter should state the nature of the contribution – in-kind or cash, and the amount.

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| --- | --- |
|  | Amount in USD |
| Total of requested funds from EIFL |  |
| Matching funds from other sources |  |
| List any other contribution (in-cash) if applicable |  |
| Total project budget all sources combined |  |

***14.3. In-kind contribution***

List the sources and describe the contribution **using bullet points**.

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***14.4. Budget narrative***

Briefly describe each budget category here. Explain rationale in relation with the project objectives and activity plan.

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**15. Project management team** Please add cells if needed.

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| **1** | Name |  |
| Current position |  |
| Education and training, project related skills |  |
| Responsibilities within the project team |  |
| **2** | Name |  |
| Current position |  |
| Education and training, project related skills |  |
| Responsibilities within the project team | . |

**16. Bank information** *(Note: Based on local regulations in case of successful application, the project funds will be managed through the Namibia Library and Information Council, NLIC)*

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| Bank name |  |
| Bank address |  |
| Account number |  |
| Account holder |  |
| SWIFT code |  |

**APPLICATION SIGNATURE**

**By signing below, I declare that all statements in the application are accurate and complete.**

|  |  |
| --- | --- |
| Signature of authorized representative | Date |
| Please print your name: | |
| Job title: | |