

**Public Library Innovation Programme**

Call for proposals

***MATCHING GRANTS FOR INNOVATIVE SERVICES***

***IN ZAMBIA PUBLIC LIBRARIES***

APPLICATION FORM

**All fields are required**

1. **General information**

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| --- | --- |
| **Project title** |  |
| **Target group** (underline relevant): | * Children and / or youth
* Adults
* Seniors
 |

1. **Library information**

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| --- | --- |
| **Name of the library**  |  |
| **Type of the library** (underline one) | * Public library
* Community 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. **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. Please remember that this will be a 10-month project starting in February 2016 and finishing in November 2016. Add new lines if needed. Please do not forget to include impact assessment activities in your plan.

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| **Activity** | **Time frame** |
| **FIRST PHASE (from [day] April 2019 to [day month] 2019)** |
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|  |  |
|  |  |
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| **SECOND PHASE (from [day month] 2019 to [day month] 2019)** |
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| **EVALUATION & REPORTING (from [day month] 2019 to [day month] 2019)** |
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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, communication and advocacy**

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? **Advocacy:** How will you convince government/your Ministry/Council or organization and policy makers to sustain the Service?(200 words)

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**13. Project budget**

***13.1 Expenses***

Provide a detailed budget for the amount requested\* from EIFL and the matching funds. Budget should be in 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  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 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** |  |  |

***13.2 Sources of funding***

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

\**The total of requested funds from EIFL must not exceed 5.000 USD.*

***13.3. In-kind contribution***

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

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***13.4. Budget narrative***

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

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**14. 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 | . |

**15. Bank information**

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

**APPLICATION SIGNATURE**

**By submitting this application, you consent to EIFL collecting, storing and processing personal information, such as names, surnames and e-mails for the purpose of EIFL-PLIP work. We will not sell, distribute or lease your personal data to third parties unless disclosure is required by law. Click here to read more about EIFL’s Privacy Policy.**

[**http://www.eifl.net/page/privacy-and-copyright**](http://www.eifl.net/page/privacy-and-copyright)

**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: |