**Copy of the application questions**

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

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

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

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

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

|  |  |
| --- | --- |
| Email address: |  |

|  |  |
| --- | --- |
| Postal address: |  |

|  |  |
| --- | --- |
| Name, job title and email address for contact authorised to sign the grant agreement if funding is awarded: |  |
| *If the same as above, please leave blank.*  |

|  |  |
| --- | --- |
| What is the registered legal address? |  |
| *If the same as above please leave blank.*  |

|  |  |
| --- | --- |
| What is the legal name of your organisation? |  |

|  |  |
| --- | --- |
| What name is your bank account registered in? |  |

|  |  |
| --- | --- |
| Are you applying as a consortium? | YesNo |

|  |  |
| --- | --- |
| 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.* |

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

|  |  |
| --- | --- |
| How much are you applying for? |  |
| *Applications can be for between £10,000 and £30,000* |

|  |  |
| --- | --- |
| Please provide a start and end date for your project: |  |

|  |
| --- |
| *Projects should not exceed 17 weeks in length and delivery should be complete by Monday 9 March 2026.*  |

|  |  |  |
| --- | --- | --- |
| Please select which activity you are applying for:  | Join your library feature |  |
| Self-service feature |  |
| Innovative engagement offers |  |

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

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

|  |  |
| --- | --- |
| What’s your timeframe for delivering the project and how will you ensure it is completed within the deadline for this fund? *Maximum 300 words* |  |

|  |  |
| --- | --- |
| Type of expenditure | Expenditure detail  |
| Software or subscription costs (you can include costs covering up to 12 months)  |  |
| Internal staff working directly on the creation of the asset |  |
| External professional services used to directly create the asset |  |
| Asset purchases e.g. hardware  |  |
| Other capital costs |  |
| Other costs (if applicable and covered by other confirmed income) |  |
| *We can cover 100% of the project costs but all revenue project expenditure must be covered by your own funding or alternative funding sources.* *If any activity is covered from other sources, please indicate which elements of expenditure this will be allocated towards.*  |

|  |  |
| --- | --- |
| How have you worked out the above figures? Please provide detail for each heading. *Maximum 400 words* |  |

|  |  |
| --- | --- |
| 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.

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