**Innovation Station Project**

**Application Form**

**September 2017**

Please use no smaller than a 12-point font to complete this form. Do not exceed seven pages. Answer within application only. Attachments will not be reviewed.

**Section A: Library Information**

**Library Jurisdiction Name:**

**Person completing this application:**

Name:

Job Title:

Email:

Telephone:

**Section B: Project Information**

1. **Project Overview**

Provide a brief statement outlining the following: (1) describe the space you plan to use for your Innovation Station project (inside library, mobile or partner location); (2) how will you encourage experimenting with technology; (3) list the programs you plan to implement that enhance the community’s library experience; and (4) the target audience.

**Statement:**

1. **Programs**

List and briefly describe a minimum of two specific programs you propose to provide for the community with your new Innovation Lab through March 2019.

1. **Needs Statement**

Describe how the space and technology you will purchase along with the programs you will provide were identified as needs. You can refer to any strategic plan or needs assessment.

1. **Preparations**

Describe the steps you have taken to assess your physical space, engage staff in planning for this project that include other department staff, and ensure you can maintain and continue to use your space and technology in the future.

1. **Partners**

List the partners you plan to work with to obtain your technology and/or provide programming. Describe the partner’s organization, the role they will play and the resources they will contribute. Consider community partners such as schools, and other educational or workforce development organizations.

1. **Outputs**

List your anticipated project outputs. These should include the number of programs you propose to provide and the anticipated number of people your proposed programs will impact during the project period.

1. **Project Timeline**

Provide a project timeline that includes your space planning and technology purchases and at least two programs for your community. The timeline should not extend beyond March, 2019.

1. **Budget Table** (Please add lines to the table as needed.)

Your budget should include the cost of the Innovation Station technology or supplies you propose to purchase, and any match you are providing. The cash match or in-kind may include contributions to programs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item name | Item cost | Quantity | Cash Match | In-Kind Contribution | Total |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total |  |  |  |  |  |

1. **Budget Narrative**

Provide a brief narrative describing each item in your budget and include the sources of any matching funds and in-kind contributions.

**Request Amount:**

**Section C: Additional Information and Agreements**

1. **Is the community you will serve urban, rural, suburban, or underserved? Please check all that apply.**

\_\_\_\_\_Urban \_\_\_RuraI \_\_\_\_Suburban \_\_\_\_Underserved

Comments (optional):

**Section 3: Agreements**

1. My library is a CLSA library.

Check/Initial:

1. I commit to continue to utilize the space and technology beyond the project period.

Check/Initial:

1. Unexpended and unencumbered funds will be returned to the Southern California Library Cooperative by April 30, 2019

Check/Initial:

1. My library will provide reports on project activities and expenditures in a timely manner and upon request by the project’s fiscal agent, the Southern California Library Cooperative.

Check/Initial:

1. I am willing to provide a case study describing the space, supplies and technology I purchase and programs I create to help others implement similar projects in the future.

Check/Initial:

1. Library director:

Name:

Email:

Date:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_