This application form asks about your innovative idea and your personal qualities. These are equally important aspects of being a Carnegie Partner. Please fill in each section of this application form with reference to the application notes and FAQs.

Section One: summary page

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| 1.1 Personal details |  |  |  |  |
| **Last Name**:  |  |  | **Email** **address**: |  |
| **First Name**: |  |  | **Postal address**: |  |
| **Organisation**: |  |  | **Phone number**: |  |
| **Job Title:**  |  |  | **Mobile number:** |  |
| **I am a:** | Team member [ ]  Junior manager [ ]  Middle manager [ ]  Other [ ]  |  | **Jurisdiction:** | Ireland [ ]  N. Ireland [ ]  Wales [ ]  Scotland[ ]  England [ ]  |
| **Number of years worked in libraries:** |  |  |  |  |

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| 1.2 Your innovative idea |  |  |  | 1.3 Other Information |  |
| **Title of your proposed idea:** |  |  | **External organisation(s) that will help implement the idea:** | If applicable please attach a copy of correspondence confirming their support. Write N/A if not applicable. |
| **The status of your proposed idea:**  | I am seeking to extend or adapt a project that I am already runningI have a new idea and a clear project planI am at the ideas stage and require support to develop ideas into a project | [ ] [ ] [ ]  |  | **Additional funds** | I have secured additional funding: Y [ ]  N/A [ ]  |
| **Your sponsor**:  | Please state name, job description and organisation.  |  |  |  |

Section Two: your innovative idea

Your innovative idea can be something you have thought up yourself, something you have seen in another service, or something you have seen outside the library sector that has the potential to be adapted to libraries. See the application notes for our definition of innovation.

We welcome applications with a fully worked up project plan and also those that do not. Your idea should, however, be something that is deliverable in 15-18 months. As part of the programme there will be a three-month project development phase. During these three months we expect Partners to work with their mentors to finalise their aims, outcomes, evaluation framework and timetable for delivery; begun procuring any relevant equipment; and be ready to deliver their project.

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| **2.1 Briefly describe an idea that you would like to see implemented in your library service (max 200 words):**Your idea does not have to involve a major change. It can be something you have already started to do, or simply something you would like to do with the support of Carnegie Library Lab. It may be something you have seen in another sector that has the potential to be adapted to libraries.Remember to describe what your idea is, why it is important and to whom it is important (the community, your library or the wider library service). If you have any evidence for the need for your project please share it here. | Write your answer here. |
| **2.2 Outline why your idea is innovative** **(max 100 words):**For example, you can describe how your idea is innovativein general terms,for the library service in which you work, and/or for a particular community group. | Write your answer here. |
| **2.3 Outline the key challenges you think you will face in implementing your idea** **(max 100 words):** | Write your answer here.  |
| **2.4 Describe the outcomes your idea will have if it is implemented** **(max 100 words):** | Write your answer here.  |
| **2.5 Name any colleagues from within your organisation or collaborators from a different organisation that will have a role in delivering in your idea (max 150 words):**Remember to state: why you have chosen to work with them, their skills or knowledge that will help you deliver your idea and whether you are already working with them in some capacity. | Write your answer here. |
| **2.6 List the key milestones and timeframe for delivering your idea (max 150 words):**Please describe: the various steps you will need to take to make your idea happen, the steps implementing your idea will involve, and when you would like to achieve these things in the time period May 2016-October 2017.Remember to include an initial three month development phase. | Write your answer here. |
| **2.7 Estimate the total amount you might be seeking from Carnegie Library Lab to implement your idea (max 150 words):**Remember to outline the main things the funding would be used for. You can apply for a maximum of £15,000. Only some of this can be a contribution to staff time. If you plan to use some funding to cover staff time, please state: approximately how many hours you plan to cover with the funding and approximately how many non-funded hours you will spend on your project. | Write your answer here. |
| **2.8 Provide details on additional funding you have secured (max 100 words):**It is not necessary to have funding from other sources for your project. However, any other funding organisation must be willing to acknowledge the role of Carnegie Library Lab and to work with you in an active way to share learning about the project. | Write your answer here. Insert N/A if not applicable. |

Section Three: personal and professional development

Carnegie Partners will be people who are committed to their own development and are prepared to invest time for this. They will also be people who are open to collaborating with others, be that as part of their project, or part of the learning programme.

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| **3.1 Briefly describe a recent challenge you have encountered and how you dealt with it (max 200 words):**The example does not have to be from a work situation. It might be something that is not yet resolved completely – we are interested in the actions you have taken to meet the challenge. | Write your answer here. |
| **3.2 Give an example of where you collaborated with others (max 200 words):**The example does not have to be from a work situation. Reflect on the aim of the collaboration, how many people were involved, the factors that made it easy to work together, the factors that made it difficult, and what (if anything) you would do differently if faced with a similar task again. |  |
| **3.3 Briefly describe what you have voluntarily undertaken in the last 12 months to enhance your professional skills and/or personal development** **(max 100 words):** | Write your answer here. |
| **3.4 Briefly describe your goals for personal and professional development in the next 12-24 months** (max 150 words): Please say why these are important to you and how being a Carnegie Partner would help you achieve them. Being a Partner is more than project funding and we are keen to get your view on the broader benefits of what the programme offers you. | Write your answer here. |

Section Four: creative thinking

Carnegie Partners will be people who are keen to learn how to think outside the box.

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| **4.1 Briefly describe one initiative that has caught your imagination (max 150 words):**The initiative does not need to be something you have been involved in – it can be something you have seen or read about. It could be in libraries (anywhere in the world) or from a completely different sector but with the potential to be adapted to a library setting. Please describe the initiative, why it caught your imagination and how it might be applicable to a library setting. | Write your answer here. |
| **4.2 Identify a significant factor that, in your view, will impact on library services in the future and describe one way that libraries might respond to that (max 150 words):** | Write your answer here. |

Section Five: the programme

There are many benefits to being a Carnegie Library Lab Partner. First, you will have the opportunity to engage with a bespoke online programme to support innovation and leadership skills. Second is the opportunity to work with a mentor outside of your own organisation. Third, the chance to take part in two to three face-to-face partners’ meetings between May 2016 and October 2017. Fourth, the opportunity to instigate a project in your library.

**Please tick the box to say you agree with the following statements:**

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| --- | --- |
| * **I understand that my idea requires support from my Head of Service or equivalent**
* **I understand that I will spend about 1 hour a week of my own time with the online learning materials**
* **I understand that I can expect approximately 3 hours of contact with my mentor each month, and that it is up to the mentor and me to arrange suitable times and ground rules for interaction.**
* **I understand that I must attend two to three face-to-face partners’ meetings**
* **I can attend the first partners’ meeting on 10th and 11th May 2016**
 | [ ]  |

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| **We will help to identify a suitable mentor for successful applicants but are also keen to know if you have any suggestions.** This can be someone you know, or someone based in the UK or Republic of Ireland that you have not met but would like to work with.  | Please suggest a mentor here. You can leave this section blank. |
| **In summary please give your reasons for applying to be a Carnegie Partner (max 100 words):** | Write your answer here. |

Application Checklist

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| --- | --- |
| I have completed each section of this application form.  | [ ]  |
| I have discussed this application with the head of my library service, or equivalent in my organisation, who has written a supporting statement which I will submit as part of my application. | [ ]  |
| I have discussed this application with possible collaborators and they have written an email or letter stating their support. I will submit a scanned copy of this correspondence as part of my application. | [ ] If N/A please state |
| I have discussed this application with existing funders and they have written to state their support for the project and their willingness to be involved should funding be secured from the Trust. I will submit a scanned copy of this correspondence as part of my application. | [ ] If N/A please state |

**Please email your completed application form with your sponsor’s supporting statement (and if relevant, correspondence from possible collaborators and funders) to** librarylab@carnegieuk.org **by Friday 29 January 2016 5pm.**

**Thank you for applying to become a Carnegie Library Lab Partner. We will be in touch in late February/early March 2016 about the outcome of your application. Good luck!**

Carnegie United Kingdom Trust

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