Overview
The Public Library Grant is paid to Council to support investment in, and development of, library collections which cater for the diverse needs of the whole community. Library collections are broadly defined in section 70 of the Libraries Act 1988. Up to 50% of the allocated grant may be used for purposes other than library collections under the Library Priority Project scheme. Applications to divert grant funding to a Library Priority Project must be submitted to State Library for approval, prior to project commencement.

Objectives
Library Priority Projects enable Councils to apply Public Library Grant funds to emergent and priority projects relating to the provision of a public library service. The key objectives of the Library Priority Project scheme are to:

- facilitate positive service development outcomes for libraries
- provide access to funds, other than through Council’s budget process, which will assist public library managers reshape and improve library services.

Project proposals
Project proposals should reflect the strategies and objectives of the library’s strategic plan and also be informed by the objectives and enablers of Realising our potential: A vision for Queensland public libraries (the Vision).

Some diverse examples of suitable projects which may be funded under this program might include (but not be limited to):

- investigation or implementation of new technologies (e.g. RFID, self-checkout, wi-fi, digitisation, NBN-enabled technologies), but not ongoing operational costs of these technologies
- market research or consultancy projects relating to library/cultural services or enhancements
- development of new, experimental or pilot services or programs with a view to establishing permanent service enhancements. Permanent service enhancements would be funded by future Council budgets.
- start-up projects that aim to create ongoing community connections with the library (e.g. a new regional writer’s festival or similar event)
- workforce retraining due to impact of technological changes
- re-design or refurbishment of library spaces.

Activities not funded
Public Library Grant funds cannot be used to fund projects in relation to:

- core library operating and administration costs, including annual software licence costs
- library building maintenance or capital costs (other than periodic refurbishment/makeover)
- library staff wages or project management costs relating to the Library Priority Project
- projects which are/may be funded from other government subsidies or grants
- retrospective funding / deficit funding of projects commenced in prior financial years.
- Council programs unrelated to the library service.

Eligibility
All Queensland local governments which operate an Independent library service are eligible to apply.

Project amount
The maximum value of a Library Priority Project must not exceed 50% of Council’s Public Library Grant allocation in the then current financial year. For large projects (for example, IT systems or significant innovation projects), the project may be staged over not more than two financial years.

**Application dates**
Applications are accepted at any time.

**Submitting an application**
Applications must be submitted electronically to lgc@slq.qld.gov.au by email. Applications must be submitted using the template provided in Appendix 1. Applications should be complete and any relevant supporting material appended.

**Assessment of applications**
Applications for funding will be assessed according to:
- individual project merit in providing service development/transformation outcomes for the library
- alignment to the library’s strategic plan
- alignment to the objectives and enablers of *Realising our potential: A vision for Queensland public libraries* (the Vision)

Assessment is based on the information provided in Council’s application, including supporting material. State Library reserves the right to negotiate with applicants in relation to project scope, budget items and costings and to request further information if required.

**Notification**
State Library will provide feedback and/or approval of all Library Priority Project applications within 14 days of receipt of the application.

**Funding acknowledgement**

As a minimum, publicity material relating to the approved project must include the following words: *This project has received financial assistance from the Queensland Government through State Library of Queensland.*

**Reporting requirements**
Reporting is an important component of the Library Priority Project. At the end of the project, a Project Completion Report must be completed on the template provided at Appendix 2.

**Showcasing excellence**
State Library is committed to recognising and celebrating excellence in library innovation, and fostering a learning culture that supports sharing best practice. Libraries are invited to share information about their projects in one or more of the following ways:
- reports
- written case studies published on Public Libraries Connect website
- articles in Public Libraries Connect newsletter
- presentations to library colleagues at hosted physical or online forums to showcase funded projects.

**Further information**
It is recommended that applicants contact the following State Library staff prior to submitting an application to discuss ideas and to obtain proof-of-concept advice.

Local Government Coordination
Tel: 07 3842 9049
Email: lgc@slq.qld.gov.au
## Library Priority Project – Application Form

<table>
<thead>
<tr>
<th>Library Service:</th>
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<tbody>
<tr>
<td>Name of project:</td>
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<tr>
<td>Description of project:</td>
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<tr>
<td>Details of alignment with library strategic plan or operational plan:</td>
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<tr>
<td>Details of alignment of the project with one or more of the objectives and enablers in <em>Realising our potential: A vision for Queensland public libraries</em> (the Vision)</td>
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<td>Details of expected community or regional benefit of the project:</td>
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<td>Deliverables:</td>
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<td>Key outcomes:</td>
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<td>Estimated project budget:</td>
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**Applicant:**

| Position title: |               |
| Contact number: |               |

Submit forms by email to: Local Government Coordination  
Ph: 3842 9049  
lgc@slq.qld.gov.au
**PUBLIC LIBRARY GRANT**  
Library Priority Project – Completion Report

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<tbody>
<tr>
<td>Name of project:</td>
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<tr>
<td>Description of project:</td>
<td></td>
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<tr>
<td>The main activities undertaken:</td>
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**How the activity achieved the outcomes outlined in the original application, including any unexpected results:**

**What benefits did the library gain from this activity/project:**

**What deliverables were produced:**

**Total cost of the project, using these categories:**
- Salaries and wages
- Travel
- Marketing/promo
- Professional fees
- Equipment
- Other (specify)
- Total Expenditure

**Report completed by:**

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<th>Position title:</th>
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<td>Contact number:</td>
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