# Library Board of Victoria logo

# **Application form:**

# **2018 Margery C Ramsay Scholarship**

Please return your completed application form by **Friday 22 June 2018** to:

Margery C Ramsay Scholarship administrator  
Public Libraries division   
State Library of Victoria  
328 Swanston Street  
Melbourne VIC 3000

Or email: [jhorwood@slv.vic.gov.au](mailto:%20jhorwood@slv.vic.gov.au)

## Applicant details

Name:

Address:

Telephone:

Email:

Library service:

## Referees

Names of two referees:

1.

2.

*Each referee needs to complete a referee form to return to the scholarship administrator. Download and print a* [Margery C Ramsay referee form](http://www.slv.vic.gov.au/margery-c-ramsay-scholarship).

## Proposed program

1. Title of proposal:
2. Brief description of proposal (maximum 50 words):
3. Detailed description of proposal:
4. Rationale for proposal:
5. Key performance indicators:
6. Key outcomes and benefits to the applicant:
7. Key outcomes and benefits to the employer:
8. Key outcomes and benefits to the Victorian public library sector:
9. Commitment from or contact with organisations:
10. Timelines (indicating milestones):

*Timelines should not commence earlier than January 2019. Please include the expected date for submission of your final report (no later than six months after completion of your program activities).*

1. Ability to implement proposal:

## Sharing your learning & communication outcomes

Please provide details of your strategy for sharing your learning and communication outcomes:

*At a minimum you should plan to present at a general meeting of Public Libraries Victoria Network. Other possibilities include presentations at PLVN subcommittee meetings or at conferences such as ALIA or VALA; papers for publication; delivery of training; and communication via a blog or social media.*

## Budget

The scholarship is valued at up to $20,000. Please read the [scholarship guidelines](http://www.slv.vic.gov.au/about-us/scholarships-awards/margery-c-ramsay-scholarship/guidelines) for detailed information on how scholarship funds may be used.

A detailed budget for the proposal should include all the cost factors outlined below, where applicable.

**Scholarship expenses to be paid to the scholarship recipient**

Please itemise your expenses for each of the following items.

Course fees: $

Conference or event fees: $

Transport (for example airfare costs): $

Travel insurance: $

Accommodation while travelling (at daily rate): $

Living expenses while travelling, including meals (at daily rate): $

Research costs (for example, consultant fees, survey analysis or administrative support):

Report production costs (for example, professional editing or printing): $

Other (please provide details): $

1. **Subtotal of scholarship funds to be paid to the scholarship recipient:** $
2. **Funds to be paid to the employing library service (for staff replacement costs):** $
3. **Cash or in-kind contributions from applicant and/or their employing library service:** $

**TOTAL scholarship funds requested:** $

*Please add the dollar amounts at A and B to provide the total scholarship funds requested.*

## Checklist

Have you been an applicant since 2013? (Yes/No)

Have you attached your curriculum vitae? (Yes/No)

Have you attached a letter of support from your library service manager or CEO? (Yes/No)