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|  **Scottish Government Public Library Improvement Fund****Final Report**  |   |

***Project Details***

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| Library Service   |   |
| Project Title   |   |
| Please provide contact details for the project manager (name and email)  |   |

1. **How did the project support the aims of *Forward: Scotland’s Public Library Strategy 2021 – 2025?* What went well?**

*Please refer to your PLIF application and explain how your project achieved its aims and objectives, and the methods you used to measure the success of your project.*

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1. **Did you encounter any challenges? If so, what did you learn?**

*Were there any differences between what you intended to do and what you did? Please provide the reasons why and how you addressed this. What would you do differently in future?*

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1. **Did you promote the project on social media, take any photographs or carry out any filming? If so, please provide links.**

*Did your project feature on Facebook, Twitter or Instagram? Did you take any photographs or film your activities? We’d like to see high resolution images and may use these for promotional materials. Please get in touch if you would like to discuss this further.*

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1. **Project Plan**

*Please list the project milestones agreed as conditions of grant and when they were achieved. We know these may differ from when you submitted your bid and if you made any changes please tell us why in Q.2.*

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| **Milestone**  | **Date**  |
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1. **Award Expenditure**

*Please also provide evidence of your expenditure, such as copies of invoices or statements*

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| How much was awarded from the Scottish Government Public Library Improvement Fund?  |  |
| How much of the grant was spent?  |  |
| Please list expenditure  | **Item** | **Cost** |
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|  |  |  |
|  |  |  |
| **Total** |  |  |

1. **What will be the lasting impact of the project?**

*How do you intend to sustain the benefits of your activities? Has the project opened up new opportunities for your service?*

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1. **Any other comments?**

*Please provide any other relevant information or feedback*

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**Declaration**

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| The information provided in this final report is correct to the best of my knowledge  **Project Manager**  |
| Name   |    | Signature  |   |
| Position   |    | Date   |   |

**Head of Library Service or equivalent (if different from above)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name   |    | Signature  |   |
| Position   |    | Date   |   |

Please return this form and evidence of your grant spend to info@scottishlibraries.org