

The Ontario Library Association is a member driven association that welcomes ideas for new initiatives, programs, and projects that support excellence in libraries. To help ensure that our work is focused on our Vision, Mission, and Strategic Priorities and that new initiatives can be properly resourced, please provide us with the following information. This will help OLA determine if the project is feasible, or if we need further information in order to make a decision. Thank you for approaching OLA with your ideas.

Please note, while we welcome ideas all year round, the association begins to plan its activities for the next fiscal year each fall and the draft budget is completed at end of December

Instructions

How To Complete Application

Answer each question fully or indicate "not-applicable" if the question is not relevant or does not apply to your application. Provide reasons and supporting data where applicable to support your application. Demonstrate how your Special Project opportunity supports one or more strategic goals of the Ontario Library Association. For a list of our strategic goals, please visit <https://www.accessola.org/strategicgoals>

Note: OLA receives numerous requests annually, consideration of an application does not guarantee funding. Applications will be assessed on the basis of the information provided by the applicant within the completed application forms and for their ability to achieve the objectives of the program.

The decision to fund all or part on an applicant request will depend on its fit to the program priorities, assessment criteria and the overall demand of funds in the program.

Please note that this application may be forwarded to the appropriate council for consideration or support.

Section A - Organization Information

1. Organization/Division/Personal Name:	
2. First Request - Is this the first time you are applying? Yes <input type="checkbox"/> No <input type="checkbox"/>	3. Have you received funding from OLA in the last 2 years? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section B - Organization Address Information

Primary Address:

1. Street address 1:		
Street address 2:		
3. City:	4. Province:	5. Postal Code

Section C - Organization Contact Information

Contact for the organization. The person who should receive general information from Ontario Library Association including notification of opportunities, deadlines, news releases and approved applications.

1. * Salutation:	2. * First Name:	3. * Last Name:	4. * Title:
5. * Email Address:		6. *Phone Number (Work):	7. Phone Number (Mobile):

Payment Contact:

Individual who should be contacted for clarifications about financial matters. If you require assistance with this section, please contact Stephanie Pimentel spimentel@accessola.com

8. * Salutation:	9. * First Name:	10. * Last Name:	11. * Title:
12. * Phone Number (Work):		13. Phone Number (Mobile):	14. Fax Number:
15. * Email Address:			

Section D– Describe the Special Project, Event, or Request that you are applying for

1. List the specific name and description of the project, event, or request that you are applying for. (Maximum 500 characters)

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2. Please provide a brief description of the initiative and the intended audience. (Maximum 2,000 characters)

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3. (A) Identify which [strategic priorities](#) your application aligns with. Choose all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Growing Career Paths and Potential | <input type="checkbox"/> Strengthening the Organization |
| <input type="checkbox"/> Collaborating to Extend Libraries' Strategic Voice | <input type="checkbox"/> Transforming Ideas into Solutions |

(B) Describe how your application aligns with the strategic priorities chosen in (A).

4. Who are the people and partners associated with this project, event or request? What support or activities will they provide? (Maximum 1,000 characters)

- ☐ Volunteers
☐ External/Community Partners
☐ OLA Staff
☐ Other – please specify:

Support to be provided:

5. What is the timeline for this initiative including communication? (Maximum 1,000 characters)

6. What are the anticipated expenses and revenue for this initiative? List all In Kind contributions such as hours for volunteers and staff, space, equipment etc. (Maximum 250 characters for each of the following)

(A) Expenses

(B) Revenue

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(C) Contributions In Kind

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7. What is the expected outcome of this initiative? Clarify both qualitative and quantitative outcomes.(Maximum 1,000 characters)

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Section E – Program Estimates

Total Costs:

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Total In Kind Contributions:

*All work hours required for volunteers, OLA staff, etc.

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Section F- Declaration/Signing

Name of Applicant/Company Name:

Date:

Signature of Applicant:

Thank you for submitting your initiative!