Library of Michigan & MCLS 2016 Michigan Harwood Cohort Application

**Project: Application to attend the Michigan Library Staff Harwood Innovators Lab in Lansing, MI, November 7-9, 2017**

**Deadline: 5pm (Eastern) August 31, 2017**

**Submit completed application by email to David Votta, MCLS Community Engagement Librarian at** **vottad@mcls.org**

Libraries are encouraged to include 2-5 persons in the application to attend the Innovators Lab and complete the follow-up training. This project aims to build capacity within Michigan libraries to engage their communities. Applications are strongly encouraged to include the Director and senior staff, in addition to other staff. These will receive stronger consideration. Because of limited availability not all slots within an application may be filled.

Collaborative applications with two or more individuals from different libraries in geographic proximity are welcomed, and will receive the same ranking as two individuals from the same library. Libraries that have already sent staff to Harwood training and are looking for additional training would also have equal consideration.

\*Save and name your application the name of your library, including the name of all libraries if this is a collaborative submission, then “Michigan Harwood Cohort application”.

 Example: “Great Lakes Public Library Michigan Harwood Cohort application.doc”

**What to include in your application:**

**Information about your library (Include information for all libraries if this is a collaborative application)**

1. Name of Library
2. Address
3. Library Type (Public, Academic, School, Special, Institutional)
4. Population Served
5. If this is a collaborative application include which library will be primarily responsible for transportation, to allot the appropriate amount of stipend.

**Information about the applicant(s) seeking to attend the workshop and complete the follow-up training**

1. Name
2. Title
3. Email
4. Phone number
5. If this is a collaborative application include which library the applicants are affiliated with.

**Answer the following questions (Responses should be numbered in relation to the questions. In total, limit this response section of six questions to 500 words.)**

1. How will you define your community? (local community, campus, school, etc.) Describe your community including geography, socioeconomic characteristics, ethno cultural make up, and other relevant information.
2. Describe where your library is in relation to community engagement, what you hope to achieve as a next step, and how being involved in this project will help your community.
3. Describe the extent that your library is involved in formal partnerships and networking in your community, providing specific examples.
4. Describe the top innovation that your library has led/implemented in the past two years.
5. Describe why this opportunity is of interest to your library. Include specific opportunities or challenges that you hope to address through this community engagement work.
6. Have you or other members of your library participated in any learning sessions or training in the Harwood Institute approach? If so, please describe your experiences.

**Authorization**

Authorizing Official Information (Include for all libraries if this is a collaborative application.)

1. Authorizing Official First Name
2. Authorizing Official Last Name
3. Email Address
4. Phone Number
5. Title
6. Organization
7. Certification—By checking this box and submitting this application, the authorized representative for the applicant organization certifies that all statements contained herein are true and correct to the best of their knowledge and belief. \_\_\_\_\_\_\_\_\_\_\_\_\_
8. By checking this box and submitting this application, the authorized representative for the applicant organization certifies that appropriate HR resources will be allocated to complete the training and engagement activities, and if awarded funds, the funds will be used exclusively for the purposes stated in the application announcement. If awarded the funds and unable to attend the Lab, funds will be returned to MCLS. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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