SSMU Library Improvement Fund
Project Proposal Form

Preamble

For almost two decades, the Library Improvement Fund (LIF) has invested in the most important Library needs of the undergraduate student body in order to enrich the student academic experience. The Fund is administered by the Students' Society of McGill University (SSMU) and is made up of a fee contribution of $8.50 per full-time student and $4.25 per part-time student each semester, matched equally by alumni donors. In the past, the LIF has contributed to 24-hour library access, new student study spaces, student employment and a variety of special projects. For more details on past initiatives and to view the previous year's Fund Report, please see the SSMU website.

Project Development

The LIF is open to proposals of all sizes, pertaining to any branch library on McGill's Downtown Campus. Proposals may be submitted by any member of the McGill community so long as they will improve the undergraduate student experience. The LIF Committee is available to assist with the development of proposals and liaising with the necessary contacts at the Libraries. Any questions about the proposal process or the Fund should be directed to the LIF Coordinator.

Submission & Review

Completed proposal forms should be submitted in .docx or .pdf format to the LIF Coordinator at lifc@ssmu.mcgill.ca by **Friday, February 27, 2015 at 5:00pm**. Proposals will be reviewed by the Committee in early March.

General Information

Project Title:

Library Branch (if applicable):

Estimated Cost:

Contact Information:
- Name:

- Affiliation (Undergraduate, Post-Graduate, Staff, etc.):

- Organization/Unit (if applicable):

- Position (if applicable):

- Email Address:

Project Details

Project Summary:
- *Provide a brief overview of the project and the motivation for the proposal.*

Eligibility:
- *How would this tangibly improve the experience of McGill undergraduate students?*

Budget/Financials:
- *If known, please specify the expected expenses involved with all components of this project. This may include formal quotes, estimates or catalogue links.*

- *Are there additional expected costs such as installation, renovation or maintenance?*

- *Are there any other possible sources of funding for this project?*

Additional information:
- *Any other relevant information may be included as appendices (e.g. detailed budget, quotes, timelines, survey results, photographs, examples of similar projects, etc.).*