



Staff Development funding request application form

Please use this form for applications (and refer to the [Guidelines](#))

Name	
Institution	

1. Introduction

Give a description of the proposal and what you want to achieve

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2. Strategic priorities and action plans

How does the proposal fit with WHELP Strategic Plan and Action Plans? Please reference the relevant sections including a link to the Plan/website.

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3. Benefits

What are the benefits of the proposal? -

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4. Evaluation

How will you evaluate the benefits?

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5. Costs

Provide a detailed breakdown of all known cost estimates

Description	Quantity	Unit Costs	Total Costs

6. Are there any recurrent or ongoing costs?

If yes please describe these below

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7. Timescales

What are the timescales and deadlines for the proposal?

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8. Supplementary Information

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**9. Signature of WHELF representative /
Director / Head of Library Service**

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Please return this form to the WHELF Development Officer (WDO): g.l.morris@swansea.ac.uk