****

# INNOVATION AND DEVELOPMENT FUND

## GUIDANCE FOR APPLICANTS 2016/17

**Please note: Applications may only be led by non-public library SLIC members.**

This guidance is intended to assist SLIC members to apply for grants from the Innovation and Development Fund (IDF). It provides an introduction to the IDF award programme for 2016/17, outlining the key priorities, eligibility criteria and conditions of grant.

## Section 1

### 1.1 Introduction

SLIC’s work across the Scottish library and information sector covers a wide range of activities including leadership support, advocacy, undertaking research, monitoring standards, facilitating partnerships, and supporting innovation. The Innovation and Development Fund aims to fund initiatives that support SLIC’s strategic priorities.

### 1.2 Priorities for funding

Our current priorities are:

* Advocacy
* Standards
* Innovation
* Partnership

Funding will be considered for a range of activities including: research, impact analysis, service development, staff training, partnership working and the creation of new resources or services, case studies, preparation of good practice guides, or promotion of standards.

### 1.3 Eligibility for funding

Projects for which funding is sought must be of demonstrable value and have an impact on the development of library and information services in Scotland. SLIC encourages multidisciplinary and collaborative working but funding can be granted only to bodies in current membership of SLIC. However, members may apply for funding in partnership with a body not in membership. Bids are welcome from whole services or smaller services points, such as schools or individual departments within institutions**.**

Public library authorities eligible for Public Library Improvement Funding (PLIF) may not lead an application but are encouraged to participate in partnership bids with other organisations and sectors.

### 1.4 Timetable for applications

Applications will be accepted from **Tuesday 22nd November 2016** until 5pm **on Friday 27th January 2017**. Bids will be assessed by a panel comprising SLIC Board members. Applicants will be notified of decisions in February 2016.

### 1.5 Level of funding

The fund this year is set at circa **£25,000**. Applications will be accepted for any amount up to this level. Applicants may bid for projects lasting longer than one financial year.

### 1.6 Offer of Award

When SLIC Board has approved an award, a formal offer will be made to the applicant, stating the amount of the award and any conditions attached to it.

The schedule of payments will be set out in the letter of award. Awards will normally be made in two stages: 70% on acceptance of the award, and 30% on acceptance by SLIC of the final report. Payment is conditional upon satisfactory progress of milestones and deliverables.

All projects must nominate a Project Leader who will be in overall control of the project and act as main contact with SLIC.

The Project Leader will be required to submit an interim report to the CEO of SLIC confirming satisfactory progress.

All expenditure listed must be accompanied by copy receipts. Where proof is not submitted, the item may be deducted from the claim.

### 1.7 Application procedure

The standard application form should be used.

Applications should be submitted electronically to [applications@scottishlibraries.org](mailto:applications@scottishlibraries.org)

An online application form can also be submitted via the SLIC website at

<http://scottishlibraries.org/innovation-and-development-fund/idf-funding-application/>

Please ensure all applications are signed and dated. If submitting an online application, please send a signed copy to the SLIC office.

## Section Two: SLIC Conditions of Grant

All successful applicants will be required to accept SLIC’s Conditions of Grant, as well as any specific conditions relating to their project, which will be communicated at the time the award offer is made.

2.1 All projects must be completed within the stated timescale and a final report provided. Any variation should be notified to SLIC as soon as possible, with an explanation for the delay. Severe slippage in the project timetable or failure to submit the final report may result in withdrawal of grant.

2.2 The award must not be used for any purpose other than that stated in the grant award notification letter, unless SLIC agrees to a variance in the project.

2.3 SLIC support must be acknowledged in any publicity or promotional material involved in the project. The SLIC logo can be supplied for this purpose.

2.4 Summary information on projects will be added to a SLIC project database to be made available on the SLIC website, and final reports will also be published on our website.

2.5 Recipients of awards will be invited to make a presentation at the annual SLIC Showcase in November.

## Contact Details

For further information, please contact:

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