

## **PUBLIC LIBRARY IMPROVEMENT FUND**

### **GUIDANCE FOR APPLICANTS 2018/19**

This guidance is intended to assist public library members of the Scottish Library and Information Council (SLIC) to apply for grants from the Public Library Improvement Fund (PLIF). It provides an introduction to the PLIF award programme for 2018/19, 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, training, advocacy, undertaking research, monitoring standards, facilitating partnerships, and supporting innovation.

The Public Library Improvement Fund aims to fund innovative initiatives that support the Strategic Aims of, 'Ambition & Opportunity: A Strategy for Public Libraries in Scotland 2015-2020'.

#### **1.2 Priorities for funding**

Strategic Aims:

- Reading, Literacy & Learning
- Digital Inclusion
- Economic wellbeing
- Social wellbeing
- Culture & creativity
- Excellent public services

Applications in support of Strategic Aim 3 - Economic Wellbeing are particularly encouraged, as are collaborative bids across library services and with other organisations.

In addition to the above, projects which also support the 2018 Year of Young People are welcomed.

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.

Examples of previously funded PLIF projects can be found on our website

<http://scottishlibraries.org/public-library-improvement-fund/>

However, please note projects similar to those which have been funded in the past are unlikely to be successful.

### 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 **public library services must be the lead applicant**. Public libraries may also submit collaborative bids with other library services or organisations which are not in SLIC membership.

### 1.4 Timetable for applications

Applications will be accepted from **Monday 23<sup>rd</sup> April 2018 until 5pm on Monday 21<sup>st</sup> May 2018**.

Bids submitted after the closing date will not be considered.

Please note up to two applications per library service can be submitted by an individual library service. However, an unlimited amount of collaborative bids is permitted.

### 1.5 Level of funding

The total fund this year is £450K. There is no minimum or maximum amount for bids. Project funding is normally for 12 months but funding lasting up to two financial years may be considered.

### 1.6 Assessment Process

Bids will be assessed by the SLIC Funding Sub-committee in late May and approved by the SLIC Board at their meeting on the 20th June. Applicants will be notified of decisions soon after this date.

The SLIC Funding Sub-committee may take into consideration previous PLIF funding awards and reporting history, when making their final decision.

### 1.7 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 applicant will also need to sign a conditions of grant form. Formal acceptance of the award should be made in writing within one week of receipt, via email, providing details of the organisational bank account the funds should be paid into.

If formal acceptance of the offer is not received within one week, the offer may be withdrawn.

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 interim 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, as well as a final report along with a financial report, listing all relevant expenditure.

All reports should be submitted by the dates outlined in the letter of award. Non-compliance with these dates, may affect future funding decisions.

Any photographs or videos highlighting your project should also be included as part of your report submission.

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

### **1.8 Application procedure**

Applications can be submitted on the application form provided or electronically via the SLIC website.

All applications should be submitted by the closing date to [applications@scottishlibraries.org](mailto:applications@scottishlibraries.org) and must be sent by the Head of Library Service or equivalent.

If you have any issue with submitting the form, please call us on 0141 202 2999.

### **1.9 Help with your application**

If you have any questions about the process or wish to discuss your PLIF project in advance of submission, please contact us at [info@scottishlibraries.org](mailto:info@scottishlibraries.org)

## 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 with the following statement, **"This project is supported by the Scottish Government Public Library Improvement Fund which is administered through SLIC"**. 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 may also be published on the SLIC website.
- 2.5 SLIC is required to provide the Scottish Government with an evaluation of the funded projects.

## Contact Details

For further information, please contact:

[info@scottishlibraries.org](mailto:info@scottishlibraries.org)

Scottish Library and Information Council

Suite 5.5, Second Floor

Turnberry House

175 West George Street

Glasgow

G2 2LB

Tel: 0141 202 2999

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