

## SCHOOL LIBRARY IMPROVEMENT FUND

### GUIDANCE FOR APPLICANTS 2018/19

This guidance is intended to assist school library managers to apply for grants from the School Library Improvement Fund (SLIF) which is administered by the Scottish Library and Information Council (SLIC) on behalf of the Scottish Government. It provides an introduction to the SLIF 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 School Library Improvement Fund aims to fund innovative initiatives that support the sector.

### 1.2 Priorities for funding

With the recent publication of [\*Vibrant Libraries, Thriving Schools: A National Strategy for School Libraries in Scotland 2018-2023\*](#), applications will be required to outline how the project will support the strategic aims of the strategy.

Your application should demonstrate which strategic aim your project will support in line with *Vibrant Libraries, Thriving Schools*. These aims are as follows:

- **Strategic Aim 1:** School libraries in Scotland are a key resource and are central to the implementation of Curriculum for Excellence, develop pupil skills for the world of work, and encourage learning that will stay with pupils throughout their lives.
- **Strategic Aim 2:** School libraries in Scotland use digital technology to deliver high quality and efficient digital learning experiences for young people, enabling access to information and creative opportunities.
- **Strategic Aim 3:** School libraries in Scotland are central to education for all ages, develop a culture of reading for pleasure, offer literacy numeracy support from ELC settings through to primary and secondary schools, and enable opportunities for family learning.
- **Strategic Aim 4:** School libraries in Scotland contribute to health literacy, social and mental wellbeing, and provide a safe, trusted space for children and young people to be nurtured.

- **Strategic Aim 5:** School libraries in Scotland are essential to closing the attainment gap, support all curriculum area, are well-supported by the school management team and operate under a successful working model.

Funding will be considered for a range of activities including: shared reading projects; mental health and wellbeing support; digital creativity; developing skills and knowledge; supporting learning and teaching and improving literacy skills. Details of individual successful projects for the 2018 round can be found at <https://scottishlibraries.org/funding/slif-awards-2018/>.

### 1.3 Eligibility for funding

Applicants should be aware that funding is only eligible for schools with a library. Funding cannot be awarded to set up a school library or to refurbish a current school library. Applications solely for school library stock and resources are also ineligible. Successful bids are based on innovative projects with school library services.

Projects for which funding is sought must be of demonstrable value and have an impact on the development of school library and information services in Scotland. SLIC encourages multidisciplinary and collaborative working but the school or school library services must be the lead applicant.

### 1.4 Timetable for applications

Applications will be accepted from **Monday 5<sup>th</sup> November 2018** until 5pm on **Friday 14<sup>th</sup> December 2018**.

Bids submitted after the closing date will not be considered.

Please note up to two applications per local authority area can be submitted. However, an unlimited number of collaborative bids is permitted. Collaborative bids are bids which are carried out in partnership with an external organization or another local authority area.

### 1.5 Level of funding

The total funding available in this round is £150K. There is no minimum or maximum amount for bids. Projects must be completed within 12 months.

### 1.6 Assessment Process

Bids will be assessed by the SLIC Funding Sub-committee in January and approved by the SLIC Board. Applicants will be notified of decisions after this date.

### 1.7 Offer of Award

When the 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.

All applications should be submitted by the closing date to [applications@scottishlibraries.org](mailto:applications@scottishlibraries.org) and **must be emailed by the School Library key contact**.

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 SLIF 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 School Library Improvement Fund which is administered through the Scottish Library and Information Council (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 will 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, Fifth Floor

Turnberry House

175 West George Street

Glasgow

G2 2LB

Tel: 0141 202 2999

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