

## Innovation and Development Fund

### Application Guidance

#### Application Summary

##### A. Project Title

Please enter a short title that describes the main aims or outcomes of your project. This will be used when referring to the project in future and in any promotional materials if the application is successful.

##### B. Applicant Details

Please enter the details of the person within your library service who will be leading the implementation of this project. This person will be SLiC's main point of contact regarding the **project**.

##### C. Project Summary

*Which of the identified strategic priorities does your application support?*

Your application should demonstrate which SLiC priority your project will support. These are Advocacy, Standards, Innovation, Partnership, Funding and Research.

##### *Project Aim*

State the main aim of your project. This should be clearly linked to the funding priority identified previously.

##### *Project Summary*

Provide a brief overview of how your project will achieve the stated aim and what will be delivered as part of the outcomes. You may wish to include details of target audience(s) or specific project activities. This should be clearly linked to the funding priority identified previously.

##### *Amount of Funding Requested*

Please state the total sum requested from the Innovation and Development Fund in support of your project. There is no minimum or maximum amount that you can apply for and you can submit up to two individual bids or an unlimited amount of collaborative bids.

##### D. Project Partners

*Are you applying for this funding in partnership with another organisation?*

If you are applying in collaboration with other library services or external organisations, who are essential delivery partners, please provide details and outline how they will be involved. It is not necessary to list every agency you will interact with over the course of the project.

#### Application

##### Section 1: Organisation

Please give details of the key members of staff who will be involved in the delivery of the project. Include details of each person's role in supporting the project as well as their normal job title.

## Section 2: Background

The background information may include factors specific to your service such as previous work, existing resources or staff expertise that may be relevant to this project. You may also wish to include details of relevant policies, research or good practice elsewhere which supports your application. This section should be around 300 words in length.

## Section 3: Project Details

This section should be used to provide a detailed outline of the proposed project. This should cover all activities included within the project, with details of how these will be delivered and how they meet key aims. A clear rationale for the outlined approach should also be provided.

## Section 4: Project Outcomes

Include details of the tangible outputs or actions resulting from project activity, as well as the outcomes arising from these (i.e. the impact of these actions).

## Section 5: Project Impact

*(a) Please state the intended impact of the project and outline plans for measuring success.*

Provide details of the impact your project will have. This should be clearly linked to the funding priority identified previously. Outline the approach you will adopt in evaluating the success of the project. This should include success criteria and a statement on how performance against these will be measured.

*(b) How would your proposed project enhance the quality of service delivery and professional practice within your own organisation?*

Indicate how the project contributes to service development – how will the project enhance the core offer of your libraries? The impact on staff development and professional practice should also be outlined in this section.

*(c) What value would knowledge about the outcomes of and lessons learned from your project have in supporting service development and enhancing professional practice in the wider sector?*

Outline the potential benefits your project could have in supporting library service development across Scotland. You may wish to consider the potential for scaling up your project for wider application, as well as the value of sharing your experiences and lessons learned with the wider library community.

## Section 6: Project Plan

The project plan is a crucial part of the application form. It provides evidence that an IDF project has been well conceived and is deliverable. A project plan should aim to:

- Include all the steps that will be required to fully deliver the project. This could be initial meetings, training, engagement with partners, procurement, delivery of workshops and/or activities, and an evaluation phase. However, these are just examples, a particular project plan may exclude these highlighted steps and include others.
- Include an estimate of when each step in the project will be completed. Dates are required to be indicative and sequential, but it is not necessary to provide an exact day.
- Provide as much information as possible about each step. Please note the tangible output(s) that you expect to achieve by the time this step is reached.
- Make sure that all costings are as accurate as possible.
- Be flexible enough to adapt. It is likely that some steps will be harder to achieve than others and that delays may happen.
- Be realistic about what the project can achieve within a year – the expected length of the project.

SLIC understand that problems can arise that can adversely affect timelines. This could include, issues with recruitment and procurement, a change in activities or partners. Projects that experience these types of challenges should contact SLIC at the earliest opportunity.

#### Section 7: Project Management

*(a) What will be the arrangement for management of your proposed project? Please include partner participation, where applicable.*

*(b) How will you implement quality management? What standards will be considered when planning the project?*

Provide details of the structures and mechanisms that will be put in place to manage the project. You may wish to refer to the different roles and responsibilities outlined in Section 1 of the application.

#### Section 8: Finance

Identify the main areas of expenditure for your project and indicate the likely date of the expenditure and the exact amount requested from the Innovation and Development Fund (IDF). You should also include details of funding from other sources where applicable. The total project cost of each activity should be reflected in the end column of the table, and the total cost from IDF and other budgets should appear in the last row of the relevant columns. Please round the figures up to the nearest pound.

#### Section 9: Sustainability

Outline the plans and procedures that will be put into place to ensure that the project outcomes and benefits will continue beyond the funding period.

#### Section 10: Risk Management

Identify the main risks for your project and assign each a level of risk associated with the likelihood of this factor occurring. Note the potential impact of each risk in the 'Impact' column and indicate the level of impact this factor could have on potential project outcomes. This should make clear the areas of high risk for your project. The 'Action to manage risk' column should be used to provide details of the arrangements in place and potential workarounds that would apply in the event of these risks being realised.

#### Section 11: Service Overview

This section allows you to provide some context about your operating environment in order to support your application. List any lasting impact that COVID-19 has had on the provision of library services.

#### Section 12: Project Dates

*What is the date on which the proposed project will commence?*

Indicate a start date for the project.

*What is the date on which the proposed project will finish?*

Enter an indicative end date for the project.

*Which financial years (April to March) does your project fall within?*

IDF projects are normally expected to be completed, and award funds expended, in the financial year in which an award is made. If your project will follow a different timetable – i.e. the end date stated above is in a different financial year to the indicated start date - please note all financial years in which project activity will take place.

### Section 13: Dissemination

Please refer to the specific funding call for further information on reporting requirements.

### Section 14: Declaration

This declaration indicates that the information provided in the application form and any supporting documentation is accurate.

#### *Head of Library Service (or equivalent)*

This section should be signed by the most senior library service manager. This person will be SLIC's main point of contact regarding the **funding**.

#### *Line manager of Head of Library Service (or equivalent), or Director of Finance*

This section should be signed by the person to whom the Head of Library Service (or equivalent) reports to or by the Director of Finance.

#### *Partners (where applicable)*

This section should be signed by a senior manager from the partner organisation.

**Note:** The online application form does not require signatures. Confirmation of signatures, including those of partners will be required, if successful, as part of the Conditions of Grant. You may request a Word template provided to help you complete your application form, but final applications must be submitted using the online form.