

SCHOOL LIBRARY IMPROVEMENT FUND

GUIDANCE FOR APPLICANTS 2024/2025

This guidance is intended to assist with the application process to the School Library Improvement Fund (SLIF) which is administered by the Scottish Library and Information Council (SLIC) on behalf of the Scottish Government. It introduces the SLIF award programme for 2024/245 outlining the key priorities, eligibility criteria and conditions of grant.

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. SLIF aims to fund innovative initiatives that support the sector.

2 Priorities for Funding

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

This year applications must also support one of the following funding priorities:

- Promoting literacy and numeracy, especially targeting 4-8-year-olds.
- Information and media literacy
- Mental health support

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 previously successful applications can be found at <https://scottishlibraries.org/funding/the-school-library-improvement-fund/school-library-improvement-fund-awards/>

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 applications 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.

Schools and any collaborative partners must also be following the Scottish Government's **Fair Work First** scheme

4 Timetable for Applications

Applications will be accepted from **Wednesday 22nd May** until **12 noon on Wednesday 4th September 2024**.

- SLIC welcomes and appreciates applications submitted earlier than the closing date. Applications submitted after the closing date will not be considered.
- All applications must be submitted by your Key Contact, using the application form provided, to applications@scottishlibraries.org
- If you have any issue with submitting the application form, please email info@scottishlibraries.org

Please note: SLIC accepts up to two Individual Applications per local authority and an unlimited number of Collaborative Applications.

5 Level of Funding

The Fund available is £150,000. There is no minimum or maximum amount for applications. Projects must be completed within 12 months.

6 Assessment Process

Applications are assessed by the SLIC Funding Sub-committee. The Sub-Committee's decision is final.

SLIC will notify all applicants of decisions in due course.

7 Offer of Award

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

- Successful applicants will need to sign a **Conditions of Grant Form**. Formal acceptance of the award is required in writing within one week of receipt, providing details of the organisational bank account to all funds to be transferred.
- 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**. They will 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 are required to nominate a **Project Leader** who will be in overall control of the project and act as main contact with SLIC.
- The Project Leader will submit an **Interim Report** to the CEO of SLIC confirming satisfactory progress, as well as a **Final Report** and **Financial Report**, listing all relevant expenditure with receipts. Where proof is not submitted, the item may be deducted from the claim.
- 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 are welcomed as part of your report submission.

8 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

Please note:

- 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.
- 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.
- 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.

- SLIC is required to provide the Scottish Government with an evaluation of the funded projects.