



## **Guidance and Information for Applicants for SWRLS Grants 2012**

### **1. General information**

It was agreed at the AGM in October 2010, that SWRLS would set up a grant system from April 2011 to encourage collaborative projects between its members. This is the second round of awards.

The Board have agreed that the purpose of the grant scheme will be to support projects which deliver SWRLS objectives as well as contributing to the priorities identified in recent member surveys.

- a. SWRLS's objectives are:-
  - i. to promote co-operation between libraries in the SW,
  - ii. to arrange loans between constituent libraries,
  - iii. to maintain access to a unified catalogue
  - iv. to promote the principle of community education.
  
- b. It was agreed at the AGM in October 2010 that the priorities and focus of future effort should include: –
  - i. raising SWRLS's profile,
  - ii. demonstrating value for money,
  - iii. involvement with training / workforce development,
  - iv. encouraging cooperation and partnership working between libraries,
  - v. promoting resource sharing and improve access,
  - vi. exploring collaborative collection management
  - vii. and considering regional tenders for procurement

### **2. Eligibility**

Only fully paid up, subscribing SWRLS members can be recipients of the grant funding, though non members can be partners in the project if appropriate.

### **3. Assessment Panel**

This will consist of Lynn Osborne (SWRLS Director), Rob Froud (Independent consultant), Katie Lusty (Arts Council SW) and David Bevington (Jisc RSC SW). The assessment panel will make recommendations to the Management Board.

### **4. Assessment Criteria of Bids**

- a. Evidence of collaboration
- b. Evidence of meeting SWRLS objectives and priorities
- c. Extent of the benefit to other SWRLS members and their users
- d. Evidence of sustainability at the end of the project

## **5. Ineligible Project costs**

- a. Renewal or purchase of basic office furniture and equipment (specialist equipment may be eligible)
- b. Purchase or leasing of property, premises, vehicles or stock
- c. Employment of staff to undertake work and activity that is part of normal management of the service.

## **6. Grants Schedule for Second round ( 2012/2013)**

Expressions of Interest\* – Closing date for applications 6<sup>th</sup> February 2012

Outcome of Expressions of Interest announced by 20<sup>th</sup> February 2012

Full Bids\*\* – Closing date for applications 16<sup>th</sup> April 2012

Outcome of awards by 11<sup>th</sup> May 2012

Grants awarded will be a minimum of £2k and maximum of £10k per bid and projects will last for up to 12 months from agreed date of commencement, unless otherwise agreed with the assessment panel or Board.

50% of the funding will normally be made available at the outset of the project and 50% on completion, receipt and approval of the final report.

It is expected that an event for SWRLS members will be arranged to showcase the projects after completion, possibly as part of a Regional Council meeting.

## **7. Evaluation of Project results**

All projects should plan for evaluation of the activities undertaken and provide a final report which will trigger the final grant payment. The report should include:

- a. Approaches used to collect evidence of the project benefits
- b. Outputs to demonstrate what the project has achieved
- c. Outcomes to indicate the quality of the benefits to members and their users
- d. Means by which the benefits of the project will be shared with other SWRLS members

## **8. Legal and other Requirements**

It is the responsibility of the grant recipients to ensure that projects comply with relevant legal requirements and with their parent body's rules and regulations.

- a. All publicity of the projects must acknowledge the contribution made by the SWRLS funding.
- b. Any resources produced as a result of the project will be subject to a creative commons licence to ensure full access to the benefits.
- c. SWRLS reserves the right to recover all, or part of any grant made, if the project is not completed

**\*See separate Expressions of interest form**

**\*\* See separate Full application form**

**If you have any queries, please contact:**

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**January 2012**