

Updated October 2023



South Western Regional Library Services CIO

GUIDANCE AND INFORMATION FOR APPLICATIONS FOR SWRLS GRANTS

1. BACKGROUND

SWRLS CIO offers a grant award programme designed to benefit SWRLS-member libraries and their networks and communities; to foster both sector and cross-sector collaboration between libraries in the South West and to demonstrate a return on investment to all libraries which support SWRLS CIO.

There are two award schemes:

- a. Project Initiative Awards to benefit library organisations**
- b. Awards to support Individual Training to improve workforce skills**

SWRLS welcomes applications which meet SWRLS Charitable Objects as set out in **Section 2** below.

From 2023 and for the next 3 years SWRLS Trustees have approved a Designated Fund to support applications which meet in particular two outcomes which improve or ameliorate:

- **Health & Wellbeing**
- **Financial Inequalities**

Whilst we welcome all applications which meet our charitable objects, we would be pleased to see applicants submitting bids for the above in particular.

2. INFORMATION AND CRITERIA

SWRLS Trustees have agreed that the purpose of the SWRLS Grant Award Scheme will be to support initiatives which deliver SWRLS charitable objects. These are:

- A. The advancement of education for the benefit of the public by:**
 - Promoting collaboration between libraries either within your own sector or across sectors in the South West of England
 - Promoting access to library collections and specialist knowledge
 - Providing a framework for the inter-lending of materials
 - Advancing the skills and knowledge of the workforce and their stakeholders
 - Facilitating a collaborative network to share best practice and excellence.
- B. The advancement of literature, knowledge and lifelong learning for the benefit of the public by promoting**
 - Access to specialist resources
 - Cultural activities and partnerships
 - Access to data and information.

3. ELIGIBILITY AND GRANT CRITERIA

Only fully paid-up, subscribing, SWRLS CIO Members can lead the bid for and be recipients of grant funding, though non-members can be partners in the initiative if appropriate.

- Small Grants may be used by individuals from member organisations for attending external training events. This may cover travel expenses as well as course fees, second class rail or mileage, and accommodation where applicable. Learning from such activity must be disseminated across the region. The learner must have the support of their employer. These bids are referred to as Individual **Training Bids and are for a maximum £1,000.**
- Grants may be used for feasibility studies up to a maximum of £2,500.
- Grants may be used as matched funding for larger bids. Such funding will not be released until funding from other sources is in place.
- With the exception of Individual Training Bids, all bids must have at least two partners.
- All Initiative bids must benefit libraries and/or the public in the South West Region.
- All Grants will require a final report to be produced and presented to SWRLS Trustees or at a SWRLS AGM and Conference.

4. INELIGIBLE COSTS

The following costs may not be the subject of an award application:

- Renewal or purchase of basic office furniture and equipment (specialist equipment may be eligible)
- Purchase or leasing of property, premises, vehicles or stock
- Employment of staff to undertake work and activity that is part of normal delivery and/or management of service
- Individual Training grants will not cover the cost of professional qualifications.

5. GRANT FUNDING AND ASSESMENT PROCESS

There are two grant funding streams:

Small Grants, including Individual Training Bids, between £200 - £2,000 (max. £1,000 for Individual Training Bids)

Large Grants for initiatives above £2,000 up to £10,000.

Individual Training Bids and Small Grants will be assessed on a bi-monthly rolling programme by Trustees.

Large Grants will be assessed by an Assessment Panel consisting of representatives of the Trustees – and possibly including an independent representative, as appropriate. The Assessment Panel will make recommendations to SWRLS Board of Trustees.

How to Apply and Assessment Criteria

- *For Project Initiatives:*

Applications should follow the APPLICATION FORM FOR INITIATIVE GRANTS and include:

- Evidence of collaboration between at least two libraries (these may be within one sector or across sectors)
- Evidence of meeting SWRLS CIO charitable objects
- Benefit to other SWRLS members and their users
- Evidence of need
- Evidence of sustainability at the end of the initiative
- If the application is for match funds, then evidence that other sources of funding are or will be in place.

Note that from 2023 SWRLS is particularly keen to receive applications that demonstrate strong outcomes for Health and Wellbeing and improving Financial Inequalities though consideration will be given to all applications which meet the essential criteria.

For Individual Training Bids

Applications should follow the APPLICATION FORM INDIVIDUAL TRAINING GRANTS and include:

- Evidence of need
- Evidence of meeting SWRLS CIO charitable objects
- Outcomes to indicate quality of the benefits to members and their users when the learning is shared
- Means by which the benefits of the training will be shared with other SWRLS members
- An executive summary report at the end of the training which SWRLS can publish

6. LEGAL AND OTHER REQUIREMENTS

Grant recipients are responsible for ensuring their initiatives comply with relevant legal requirements and with their parent body's rules and regulations.

All publicity must acknowledge the contribution made by the SWRLS CIO funding

Any resources produced as a result of the initiative, including the final report, will be subject to a non-commercial creative commons license to ensure full access to the benefits. These will be published online and disseminated by the SWRLS CIO Trustees at their discretion.

The organisation will return all or part of the grant if the initiative is not completed and a report not produced.

This Guidance forms part of the terms and conditions of the grant offer.

If you have any queries, please contact us at coordinator1@swrls.org.uk

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