Guidance and Information for Applicants for SWRLS Grants

1. Background

The SWRLS CIO Grant scheme was established in 2010 with the first grants awarded in 2011. It was set up to encourage collaborative projects between its members. In 2015 the Scheme was extended to include Individual Training Bids to support workforce development.

2. General information

The Trustees have agreed that the purpose of the grant scheme will be to support initiatives which deliver SWRLS's charitable objects, which are:

1. The advancement of education for the benefit of the public by:

   a. Promoting cross sector co-operation between members.
   b. Promoting access to library collections and specialist knowledge.
   c. Providing a framework for the interlending of materials.
   d. Advancing the skills and knowledge of the workforce and their stakeholders.
   e. Facilitating a collaborative network to share best practice and excellence.

2. The advancement of literature, knowledge and lifelong learning for the benefit of the public by promoting:

   a. Access to specialist resources.
   b. Cultural activities and partnerships.
   c. Access to data and information.

3. Eligibility and grant criteria

   a. 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.
   b. 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, such as a multi-day course or at a venue necessitating an overnight stay. 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 of £1000.

c. Grants may be used for feasibility studies, up to a maximum of £2,500.
d. Grants may be used as matched funding for larger bids. Such funding will not be released until funding from other sources is in place.
e. Apart from training activity as detailed in 3b, all bids must have at least 2 partners.
f. All initiative bids must benefit libraries/the public in the SW region.
g. All grants will require a final report to be produced and presented to SWRLS.

4. Ineligible 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 delivery and/or management of the service;
d. Individual Training grants will not cover the cost of professional qualifications.

5. Grant funding

There are two grant funding streams – Small Grants, including Individual Training Bids, of between £200 - £2,000 (maximum of £1000 for Individual Training Bids) and Large Grants of above £2,000 up to £10,000.

6. Assessment process

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

b. **Large Grants**
These will be assessed by an Assessment Panel consisting of representatives of the Trustees with independent representation as appropriate. The Assessment Panel will make recommendations to the Board of Trustees.

7. Assessment Criteria of Initiatives

a. Evidence of collaboration, preference will be given to cross sector initiatives;
b. Evidence of meeting SWRLS CIO charitable objects;
c. Extent of the benefit to other SWRLS members and their users;
d. Evidence of need;
e. Evidence of sustainability at the end of the initiative;
f. For matched funding, evidence of other sources of funding in place.

8. Assessment Criteria of Individual Training Bids

a. Evidence of need;
b. Evidence of meeting SWRLS CIO charitable objects;

c. Extent of benefit to other SWRLS members;
d. Evidence of how the learning will be shared;
e. Evidence of Senior Management support.

9. Grants Schedule

a. Small Grants up to £2000, including Individual Training Bids up to £1000

These should be submitted on either a SWRLS CIO Grant Bid Form or an Individual Training Bid form as appropriate, to coordinator1@swrls.org.uk For Individual Training Bids, this must be well in advance of the training event to allow for a decision to be taken. A minimum of two months is needed and applicants should not book the event until after they have heard whether their bid has been successful. The course fee will be paid direct to the organiser or refunded to the individual's employer on evidence of payment. Payments cannot be made to individuals. Travel expenses for Individual Training Bids will only be paid on receipt of a report of the activity.

b. Large grants over £2,000 and up to £10,000

As a first step, an informal enquiry should be made to coordinator1@swrls.org.uk This should include:
- What the initiative is;
- How much is requested;
- What SWRLS objectives/priorities it will achieve;
- Any time constraints on the initiative in case of delay in decision making.

Those that are successful will be invited to submit a SWRLS Grant Bid form. There is no end date by which this needs to be submitted.

Initiatives may last for up to 12 months from agreed date of commencement, unless otherwise agreed with the Trustees.

75% of the funding will normally be made available at the outset of the activity and 25% on completion, receipt and approval of the final report. This does not apply to Individual Training Bids.

It is expected that an event for SWRLS members will be arranged to showcase the initiatives after completion, possibly as part of the bi annual SWRLS members' meetings.

10. Evaluation of results

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

c. Approaches used to collect evidence of the need for the initiative and its benefits;
d. Outputs to demonstrate what the initiative has achieved;
e. Outcomes to indicate the quality of the benefits to members and their users;
f. Means by which the benefits of the initiative will be shared with other SWRLS members;
g. How the initiative can be sustained;
h. An executive summary.

11. Legal and other Requirements

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

i. All publicity must acknowledge the contribution made by the SWRLS CIO funding.
j. Any resources produced as a result of the initiative, including the final report, will be subject to a non-commercial creative commons licence to ensure full access to the benefits. These will be published online and disseminated by the SWRLS CIO Trustees at their discretion.
k. The organisation will return all or part of the grant if the initiative is not completed and a report not produced.
l. If the initiative's timescale covers more than one financial year, it will be expected that any grant already received but not committed or spent will be carried forward. In the event that funding is not carried forward, the recipient will be expected to complete the initiative at their own expense or clause 11c will be invoked.
m. This Guidance forms part of the terms and conditions of the grant offer.

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

Uniting, inspiring and collaborating across libraries, information services and cultural organisations in the South West.

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