2015 Professional Activities:

Project funding application for 2015

Call for applications for project funding in 2015

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1. What are PC Project Funds?

Each year the IFLA Professional Committee (PC) administers a fund for sponsoring projects undertaken by IFLA Professional Units and corresponding with IFLA’s Key Initiatives.

In 2014 the project allocations comprised about 53% of the PC’s overall budget of 50,000 Euros and funded 12 projects. It usually funds between 10 – 20 projects, either fully or partly, with an average amount of between 2000-2500 Euros.

Any Professional Unit (Section, Special Interest Group or Strategic Programme) can apply for project funding from the PC according to the process outlined in this document. The application should be agreed by the relevant Standing Committee (for Special Interest Groups this is the Standing Committee of the sponsoring Section), who should also inform the relevant Division Chair, and submitted by the Section or Strategic Activity’s Chair, to the PC.

The application call is announced in October with a deadline that enables the PC to consider the applications and make decisions about the allocation of funds at its December meeting.

The **deadline** for submitting an application for project funding for activities starting in 2015 is **31 October 2014**.

2. What is eligible for Project Funding in 2015?

The PC presented some tips during IFLA WLIC 2013 for planning and carrying out an effective project; presentation slides are available to consult.

**Summary**

- Projects should be new activities that result in new products or new knowledge / outcomes. Activity related to the project may have already started before the application for funds is made.
- They should be based on IFLA’s Key Initiatives, and embedded in the professional unit’s action plan.
- Examples of activities: workshops, seminars, surveys, conferences.
- Examples of outputs: guidelines, database applications, publications.
- Examples of uses of funds: travel, consultancy, administrative costs.
- There must be a promotion plan for the results of the project.
- Any outcome of a project that requires revision, ongoing development or maintenance after the end of the project period, should present a solution for reaching the necessary sustainability.
- Projects may be funded for 1 or 2 years but funding in the second year will depend on the project’s progress reports.
- Projects should have clear and detailed budget and activity plans, presenting the different phases of the project.
With the Project Funds, the PC aims to support professional activities that result in new outputs or products or new knowledge, and that produce an outcome that benefits IFLA members or an IFLA Unit in its support of IFLA members. An application for project funding might be for a one-off event or activity, or might be the first instance of something that will be updated or developed, or might be part of an activity that has, or will, go on longer than the two-year project funding period. Funding will only be provided during a maximum of two years, so any application for funds for a project that is an on-going activity or will produce an output that needs periodic revision or maintenance, needs to also present a solution for reaching the necessary sustainability.

Activities that will need funding for more than two years should be proposed to the PC for consideration for longer term funding.

Projects that may be funded include activities such as:
- creation of training materials for workshops (excluding material for the Building Strong Library Associations programme – creation of such materials is by consultation with IFLA ALP);
- surveys, or collection of data;
- conferences, seminars, or other similar events (except satellite meetings);
- programmatic and/or technological innovations;
- translations of particularly large documents or when specific professional knowledge is required (see the full text of the policy “Requests for PC Project Funding for Translations” in the appendix).

All project funding applications should indicate what the expected outcomes are and how the requestors plan to promote the results, for example:
- guidelines;
- manifesto;
- published survey results;
- database application;
- training materials;
- printed or online publication (book, conference proceedings, report, journal paper, etc);
- project results promotion (book chapter, presentation during a WLIC session or as a poster, online report, press release, etc).

Project money might fund, among other things:
- travel and/or subsistence (the proposal should clearly justify the need and the rationale for travel as opposed to conducting work by email, conference call, or other means);
- specialised input or consultancy;
- distribution media;
- administrative costs (telephone, postage, photocopying).

Individual conference fees or costs for conference attendance are not eligible for project funding.

Projects require a clear organisational structure, with identified personal responsibilities and contact details.
The funding application must be completed in a clear and concise way so that the PC has the information it needs to make a decision. Division Chairs who are informed about the project can help the PC to answer any questions or clarifications that are needed.

Projects starting in 2015 will demonstrably align with the Key Initiatives agreed by the IFLA Governing Board, preferably those for the period 2013 – 2014:
1. Digital Content Programme: Driving access to content, and digital resources, for library users.
2. International Librarianship Leadership Development Programme: capacity building to raise the voice of the profession nationally, regionally and internationally.
3. Outreach Programme for Advocacy and Advancement of the Profession: connecting, collaborating, representing strategically.
4. Cultural Heritage Disaster Reconstruction Programme: culture is a basic need, a culture thrives through its cultural heritage, it dies without it.

The Key Initiatives are described in more detail on the IFLA Website. PC projects that advance IFLA’s work, in one, or more, of these areas will be considered for funding.

IFLA's Governing Board and/or PC may propose and commission projects to be completed by one or more Professional Units, requesting them to do a certain study, execute certain programmes, or undertake certain publications. Funding requests for such projects also follow this same process and must be approved by the PC.

3. What is the procedure for requesting project funding for 2015?

Pre-October 2014
Discuss and plan the project thoroughly with the Professional Unit Committee and members. Identify where funding might be needed and when it will be needed. Apply to the Professional Committee for funding at the relevant time.

October 2014
Complete the application form “PC Project funding application for 2015” for all funding requests—either new requests, or requests for a second year of funding. Ensure it is completed as clearly and concisely as possible to demonstrate that the project has been clearly planned and thought through.

Fill out the form online at: http://bit.ly/1qGVPrb.

Complete the compulsory fields then click on “Continue” at the bottom of the page (compulsory fields that have not been completed will be highlighted in red). The form has four pages. Click “Back” to return and edit a field. At the end of the fourth page click “Submit”.

The budget estimates should be provided in Euros, though payments can be made out in any other currency. Payments can be made as reimbursements on production of a receipt, or direct to an invoice.
All funding applications must be for activities being carried out by the Professional Unit and must be endorsed by the Professional Unit’s Standing Committee before submission.

**December 2014**
The Division Chair will present the funding applications to the PC at the December meeting and should therefore also be involved in discussions prior to submission in order to be able to present the project and answer related questions.

The PC will favour applications for projects that appear to be thoroughly planned and therefore have a higher chance of successful completion. They will also favour projects that show a clear alignment with a Key Initiative.

All funding applications that fulfil the criteria are considered and evaluated according to their programmatic, strategic and fiscal soundness. Decisions might depend on further discussion or investigation, and will be communicated to the Sections as soon as possible.

**January 2015 onwards**
Projects approved for funding in 2015 will be able to claim reimbursements between January and December 2015. Any funding requested for subsequent years (2016 onwards) must be expressly approved by the PC before it is committed; approval will depend on receiving a report detailing the achievements and progress in the previous year.

The PC normally considers project proposals at its December meeting. However, depending on the number of projects approved and funded each year, the PC may make a further call for projects during the year.

Funds allocated to a project for 2015 but unclaimed by October 2015 may be re-allocated by the PC, based on a list of priorities.

If approved by the PC at the December meeting, the funds for the project are allocated within the IFLA budget and released to the project by IFLA HQ on presentation of an invoice or receipt.

**Timeline overview**
The timeline for project funding for projects starting in 2015:
- Call opens: September 2014.
- Deadline for proposals to be submitted: 31 October 2014.
- Decisions on funding: December 2014 PC meeting (or in the following weeks depending on whether further investigation is needed).
- Decisions communicated to Professional Units: generally no later than 1 February 2015.
- Project year: January/February (depending on communication of decision) to December.
- Report on ongoing projects including changes to budget estimates: June 2015 (for the August 2015 PC meeting).
- Deadline for requests for funds for the second year (and report of any expectation of unspent funds): 31 October 2015.
4. What happens if the funding request is approved?

The decisions of the PC concerning funding applications are communicated to the Professional Units as soon as possible after the meeting. If the funding has been approved, the activity can begin straight away. The project supervisor and Professional Unit Chair will receive further documentation concerning reporting and requesting reimbursements.

The funds for the project are allocated within the IFLA budget. They can be requested by the project supervisor and authorized by the Professional Unit Chair or Secretary when expenses have been made. The IFLA HQ staff member responsible for administering these payments is the Professional Support Officer, Joanne Yeomans (joanne.yeomans@ifla.org).

Any change to the budget requirements for the project (either an increase or decrease) must be communicated to the PC as soon as possible so that a decision can be made about finding additional funds, or reallocating un-used funds to other activities.

Professional Units that have been allocated project funds are expected to send to the PC a mid-year project report in June and an end-of-year project report in October. The forms for completing these reports will be sent to the project supervisor, who should submit them to the PC by the deadline via the Professional Unit Chair and Division Chair.

Professional Units that wish to receive a second year of project funding must provide evidence of progress made in the first year and demonstrate that funds were appropriately used. The PC may also ask for a revised budget estimate for the second year. Only if this report is satisfactory will the PC approve such funds.

All projects are expected to have a tangible output and/or promotion plan. Details of these should be included in the proposal, and deadlines for journal or book publications should be respected.

Professional Units must manage their projects in a timely and coordinated manner. If a Professional Unit has too many projects that are outstanding or on-going, new projects will not be approved.
Appendix

Professional Committee Policy on Requests for PC Project Funding for Translations

Translations of IFLA Professional Statements (see definition\(^1\) below) into one of the seven official IFLA languages\(^2\) will be made via the IFLA Language Centres or language groups and with the help of the IFLA translation software following the list of priorities.

In some circumstances, funding may be needed to support a translation:

- Translations of particularly large documents (e.g. items from the IFLA Publications Series, IFLA Series on Bibliographic Control, or IFLA Professional Reports).
- Translations when specific professional knowledge is required.

In these cases, requests for project money to support translations into one of the official IFLA languages will be considered by the Professional Committee. The PC will set aside some of its funds each year to support translation requests that need financial support. The translation in these cases needs to be done by the IFLA Language Centres/language groups and the funds will be used for the specialized translation expertise necessary.

Translations into any language other than the seven official IFLA languages will not be funded unless the Professional Unit is able to present good reasons to the Professional Committee for it being necessary.

Translations of Professional Unit documents that are not Professional Statements (that require no Professional Committee or Governing Board approval) should be handled by the Professional Units themselves, for example, by using language skills from within their own SC or membership. No funding is available for these translations.

\(^1\) Definition of Professional Statements:
(from the Governing Board document : GB 11-04-2.3.2)
Professional Statements include:
- Manifestos
- Guidelines/standards
- Declarations

Professional statements are intended to influence the activity of the profession. The desired outcome is that the profession has official IFLA guidance in a subject area, and can take action/draft policies accordingly. They may be produced:
- in response to a perceived need on the part of a section, core activity, or division within IFLA,
- at the request of the Professional Committee or Governing Board,
- in response to an approach from an external organisation for co-operation on a subject of mutual importance,
- in connection with an event, such as a conference or summit.

\(^2\) IFLA currently has seven official languages: Arabic, Chinese, English, French, German, Russian and Spanish. See: [www.ifla.org/language-policy](http://www.ifla.org/language-policy).