



Professional Committee Project Funding

Call for Applications for Project Funding 2020

Introduction

If you plan to work on a project that you believe requires financial support, submit your funding request as part of your Action Plan to your Division Chair and to the IFLA Professional Support Officer via professionalsupport@ifla.org.

Activities for which you request funding should have outcomes that will benefit IFLA Members. They must be justified with a clear impact of your work on your Focus Area, be well-planned with tasks articulated and costed, and responsibilities identified, and include a communication plan and strategy to measure the success or impact of your activity.

The deadline for submitting your Action Plan and Project Funding Request is 31 October 2019.

Guide to the Professional Committee Project Fund

What is the Professional Committee Project Fund?

Every year, the Professional Committee manages a fund for innovative projects, undertaken by IFLA's Professional Units. The total amount available in 2020 is around €40.000 (Euros).

Each year around 10 to 20 projects are funded, either fully or partly, with an average of between €2,000 to €2,500 per project. Take a look at the [list of projects funded](#) in the current year.

Who can apply for the Project Fund?

Any Professional Unit (Section, Special Interest Group, Review Group or Strategic Programme) can apply for project funding. Your Standing Committee and Division Chair should agree with the application. Special Interest Groups should consult with the Standing Committee of their sponsoring Section, and Review Groups with the Committee on Standards regarding their project funding applications.

The application should be submitted by the Chair of the Section, sponsoring Section or Strategic Programme using the Action Plan Template and Project Funding Request, which can be found online: <http://www.ifla.org/node/9878>

When can you apply?

To apply for funding in 2019 you should submit before the end of October 2019 an Action Plan detailing the work you have planned and including your request for funding. A template for producing your Action Plan and funding request is found at <http://www.ifla.org/node/9878>

The Professional Committee will discuss these applications and make a final decision at their meeting in December, after which you will be informed of the decision concerning your request as soon as possible.

After this first deadline you may submit a request at any time during 2019 and the Professional Committee will discuss your request at its first opportunity (April 2020 or August 2020). If the request is urgent they will attempt to reach a decision on it by virtual means.

IFLA's funding is allocated on an annual basis, so the Professional Committee cannot yet make any allocations for 2021. If you are starting a project in 2020 and need a commitment to receive funding in 2021, describe the project in your Action Plan and talk to your Division Chair so that they can bring this request to the rest of the Professional Committee for discussion.

When is the money paid?

Money is generally paid on production of receipts matching the amounts, activities or people (as relevant) approved by the Professional Committee. It is possible to pay invoices direct to a third party, or pay in advance in some circumstances; please discuss this with the Professional Support Officer.

Reimbursements usually take approximately one week to process.

Read the [terms of conditions of project reimbursements](#) for full details:

You must claim the money in the year in which it is allocated i.e. 2020. Funds cannot be carried over to a new financial year (2021) so any request to postpone a reimbursement must be made explicitly to the Professional Committee before the end of the 2020.

What is the Professional Committee looking for?

The Professional Committee is looking for innovative projects that result in new products and services, or new knowledge. The project and impact should be aligned with IFLA's [Strategic Direction](#). Generally, proposed projects should already be within the scope of a unit's expertise and not require outside consulting to be successful.

Could you give examples of projects?

Projects might include:

- Development of training or learning materials.

- Materials to support advocacy work.
- Learning or knowledge dissemination events like workshops and seminars.
- Publications, standards or guidelines.
- Technological innovation or new database applications.

What will you not fund?

The Professional Committee will not fund:

- Conference fees for individuals or associated costs of attendance such as hotel, meals, etc.
- IFLA WLIC registration fees, travel, accommodation, meals or subsistence.
- Activities related to IFLA projects that are externally funded e.g. BSLA (*Building Strong Library Associations*).
- Satellite Meetings (see the [Guidelines](#))
- Mid-term meetings of Professional Units
- Software, unless it is for an identified, widespread need and will support all Units.
- Production of websites not on the IFLA domain.
- Anniversary publications or other types of anniversary celebration.
- Consultants*

* If you believe you require the work of a consultant or a service, you should contact IFLA HQ to discuss this. Consultancy fees will be funded at the discretion of the Professional Committee and/or Governing Board only if they feel it is adequately justified. Provide full details giving the reasons for selection, details of the chosen consultant, and exact descriptions of what the consultant will do. If approved, a contract will then be written for a defined service or delivery of a specific product and signed by the Secretary General. Please note, other than in exceptional cases, projects requiring funding should already be within the scope of a unit's expertise.

What about promoting the project?

You should include a plan of how you will inform IFLA Members about the project and promote the outputs and achievements. Depending on your project, this might include:

- creating a web page to describe the project and post updates,
- using social media to inform people of progress, make announcements, or gather suggestions or input,
- writing and sharing a final report on an event for those who could not attend and prompting further discussion through mailing lists,
- raising awareness of a document by presenting it at an event or writing an article to articulate how it can be used,
- using mailing lists to gather feedback on the success or usage of results,
- using a publication or event summary in a Congress session to develop uptake of recommendations or prompt further discussion.

If there are events where you want to present or promote an output, indicate the approximate dates if known.

What about ongoing sustainability?

Any project that needs ongoing maintenance or development requires a sustainability plan that tells us how you will achieve this. The Professional Committee cannot guarantee funding beyond the initial stages of an activity so you need to propose a way that the activity will be sustained.

How long will project funding last?

The project funds are available only in the year they are allocated and cannot be carried over into the next year. If you experience a delay meaning you will not need the funding that year after all, let your Division Chair know as soon as you can and efforts will be made to set aside funding for the following year if possible.

The Professional Committee may allocate funds for different activities that are part of the same project over several years. You will need to make a request for the funds each year for the different activities and will need to show that the project has been advancing well.

Do we need to complete a form?

Yes, the Professional Committee has now combined the Project Funding Request with the Action Plan template, which can be found here: <http://www.ifla.org/node/9878>

If you intend to produce a publication, please also submit the relevant publication proposal form:

- Professional Report: <http://www.ifla.org/node/8589>
- Standard or guideline: <http://www.ifla.org/node/8719>
- IFLA Publication Series (Green Backs) form available via the Editor: <http://www.ifla.org/publications/ifla-publications-series>

What happens after we submit the form?

Every proposal will be reviewed by members of the Professional Committee. They will all be assessed according to the following criteria:

- Relevance to the IFLA Strategic Plan and Key Initiatives
- Clear and realistic plan of activities
- Clear and realistic budget
- Evidence of capacity and capability to deliver the project successfully and sustain it afterwards, if necessary
- Clear and realistic communications and dissemination plan
- Evidence of innovation and intended impact.

The final decision will be made by the Professional Committee at their subsequent meeting (December 2019, April 2020, August 2020) and Units will be notified as soon as possible afterwards.

Please note all funding awards are subject to [terms and conditions](#).

