



Professional Committee Project Fund

Call for applications for project funding in 2016

Introduction

This is an exciting time for all of us in IFLA, as we begin our work following the successful World Congress 2015, in Cape Town. I am the new Chair of the Professional Committee and our role is to coordinate the activities of the Professional Units within IFLA. These include all the Sections, Special Interest Groups and Strategic Programmes.

IFLA has a new *Strategic Plan* (2016-21) and a set of priorities for 2015-16, called the *Key Initiatives*. Our responsibility at the Professional Committee is to align the work of the Professional Units with IFLA's strategy. I know you are all completing your Action Plans right now and I look forward to seeing them.

The Professional Committee is eager to promote innovation that benefits IFLA membership and impacts on the library and information sector, cultural heritage and society at large. We are therefore delighted to be able to offer funding to exciting projects that further the aims of IFLA and support its strategy.

Please read on to find out how you can participate and I hope very much that your Unit decides to submit a proposal.

Maria-Carme Torras i Calvo

Chair, Professional Committee



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 is around €30.000 (Euros).

We usually fund around 10 to 20 projects each year, either fully-funded or partly-funded, with an average of between €2.000 to €2.500 per project.

Who can apply for the Project Fund?

Any Professional Unit (Section, Special Interest Group or Strategic Programme) can apply for project funding. Your Standing Committee (of the sponsoring Section in the case of a Special Interest Group) should agree with the application and you should also inform your Division Chair and answer any additional questions they have about the work.

The application should be submitted by the Chair of the Section, sponsoring Section or Strategic Programme.

When can you apply?

The call is announced in October. The deadline for applications for the first round of funding is 15th November 2015, with the outcome known after the Professional Committee meets in December. You may continue to submit proposals at any time, with a decision made by the Professional Committee at its meetings in April and August 2016.

You must claim the money in the year in which it is allocated i.e. 2016. Funds cannot be carried over to a new financial year (2017). If you wish to start a project in 2016 but need funding for it in 2017, do not apply now but instead talk with your Division Chair.

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 projects and outputs should be connected to the draft IFLA Strategic Plan and Key Initiatives for 2016 (see the draft on <http://www.ifla.org/node/9878>). They should also relate to one of the objectives in your Action Plan.

Could you give examples of projects?

Yes, projects might include:

- Training or learning materials.
- Materials to support advocacy work.
- Learning or knowledge dissemination events like workshops, seminars and conferences.
- Publications, standards or guidelines.

- Technological innovation or new database applications.

There needs to be a clear end result and output.

Could you give examples of what might be funded?

Yes, examples include:

- Travel, meals and hotel for members of the working group to meet providing reasons are given as to why a virtual meeting is not possible. Provide the names, proposed location and estimates for the costs needed.
- Publishing media (for example, production of a video or a high-quality report needing editorial skills).
- Contribution to time spent for doing significant practical work or research, such as survey work. Also for students to perform work on behalf of the project team.
- Administrative costs (telephone, postage, etc.) if these are significant .
- Translations if there is a special, justified reason for needing a particular translation, or specialist skills are needed beyond what can be provided by the IFLA Language Centres.

What will you not fund?

We 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*).
- Software.
- Production of websites not on the IFLA domain.
- Anniversary publications or other types of anniversary celebration.
- Consultants*.

*If you require the work of a consultant, you should contact IFLA HQ to discuss this. Consultancy fees will be funded for projects only if full details are provided giving the reasons for selection, details of the chosen consultant, and exact descriptions of what the consultant will do. A contract will then be written for a defined service or delivery of a specific product and signed by the Secretary General.

What about promoting the project?

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

- writing up 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,
- 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. We cannot guarantee funding beyond the setting up 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 us know as soon as you can and efforts will be made to set aside funding for the following year if possible.

We may provide funds for different activities that are part of the same project over a number of 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.

If you put in requests for funding for more than two years you will need to show that the project is progressing well and will not need ongoing maintenance (see above concerning sustainability).

Do we need to produce a plan?

Yes, we'll need a clear schedule of activities, the person or people responsible for executing them, and a detailed budget.

Do we need to complete a form?

Yes, the form for a project funding application for 2016 can be found here:

<https://docs.google.com/forms/d/1ANE8IIIP92kvn3uFR8laoxic6X2IJP544ZT-XQn7LE/viewform>

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 2015, April 2016, August 2016) and Units will be notified immediately afterwards.

All funding awards are subject to terms and conditions, available here:

<http://www.ifla.org/files/assets/hq/officers/documents/pc-project-funding-application-form-2016-word-version.doc>