



## Professional Committee Project Funding

# Call for applications for project funding in 2019

### Introduction

If you plan to work on a project that you think might need some kind of financial support during 2019, submit your funding request as part of your Action Plan to your Division Chair and to the Professional Support Officer at Headquarters.

The Action Plan should still detail all your activities. For activities for which you would like to request funding, the work should be justified with a clear objective, well-planned with tasks articulated and responsibilities identified, have a related communication plan and ideally a way to measure the success or impact of your efforts. Your funding request should be well explained to enable the Professional Committee to understand, discuss and reach a decision on it.

Please read the full guidance in this document.

**The deadline for submitting your Action Plan with funding request is 31 October 2018.**

## 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 2019 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: <https://www.ifla.org/officers-corner/professional-projects#list>

## **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 (of the sponsoring Section in the case of a Special Interest Group or Committee on Standards in the case of the Review Groups) 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 using the Action Plan template and resource request form, a Word document 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 2018 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 2019 or August 2019). If the request is urgent they will attempt to reach a decision on it by virtual means.

IFLA's funding is allocated on a year by year basis so the Professional Committee does not yet know what funds it will have for 2020 so cannot yet make any allocations for 2020. If you are starting a project in 2019 and need a commitment to receive funding in 2020, 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 where an exception may be discussed.

## **When is the money paid?**

Money is not generally paid out in advance but 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:

<https://www.ifla.org/files/assets/hq/officers/key-documents/terms-and-conditions-for-pc-project-reimbursements-2019.pdf>

You must claim the money in the year in which it is allocated i.e. 2019. Funds cannot be carried over to a new financial year (2020) so any request to postpone a reimbursement must be made explicitly to the Professional Committee before the end of the 2019.

## **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 output should be in line with IFLA's current strategic directions (see <https://www.ifla.org/strategic-plan>). A project should also relate to one of the objectives in your Action Plan.

## **Could you give examples of projects?**

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 that will benefit IFLA Members.

## **Could you give examples of what might be funded?**

Examples include:

- Publishing media (for example, production of a video or a high-quality report needing editorial skills).
- 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.
- 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?**

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: <http://www.ifla.org/files/assets/hq/officers/conference-information/guidelines-satellite-meetings.pdf>)
- 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 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 inform IFLA Members about the project and also 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 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 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 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, the Professional Committee will 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 Professional Committee has now combined the 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 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 2018, April 2019, August 2019) and Units will be notified as soon as possible afterwards.

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

<https://www.ifla.org/files/assets/hq/officers/key-documents/terms-and-conditions-for-pc-project-reimbursements-2019.pdf>