Professional Activities:

Project call 2011

Call for proposals for projects to start in 2012

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1. What are Project Funds?

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Appendix:

Application form: Proposal for a New Project Starting 2012
1. What are Project Funds?

Each year the IFLA Professional Committee (PC) administers a fund for sponsoring projects undertaken by IFLA professional units and that comply with IFLA’s strategic plan, strategic directions and priorities.

If a Professional Unit (Section or Core Activity) wishes to carry out an activity that meets the criteria below, then the Chair of the unit concerned can apply for project funding from the PC according to the process outlined in this document. Special Interest Groups (SIGs) may also obtain project funds but must apply through their sponsoring section.

The call for proposals is announced in September each year with a deadline that enables the PC to consider the proposals and make decisions about the allocation of funds at its December meeting.

The deadline for submitting a project proposal for funding of activities starting in 2012 is 31st October 2011.

2 What is eligible for Project Funding?

IFLA Professional Units submit their project proposals to the PC. All proposals are considered and evaluated according to their programmatic, strategic and fiscal soundness. Approved projects start in the following year and normally last for up to one year or a maximum of two years.

Projects should follow the strategic directions agreed by the IFLA Governing Board for the period 2010 – 2015:

- Empowering libraries to enable their user communities to have equitable access to information;
- Building the strategic capacity of IFLA and that of its members;
- Transforming the profile and standing of the profession;
- Representing the interests of IFLA's members and their users throughout the world.


Projects should furthermore relate to one or more of the Key Initiatives for the period in which they begin; see [http://www.ifla.org/en/strategic-plan/key-initiatives](http://www.ifla.org/en/strategic-plan/key-initiatives).

Projects eligible for funding include workshops, seminars, surveys, development of guidelines and standards, database applications, and publications.

In the case of project-funded workshops, seminars, and conferences, it is expected that a public report or proceedings are published. This can be done in the form of a concise report in the Professional Unit's pages on the IFLA website (minimum requirement) or in a more elaborate form through a publication in one of IFLA's publication series, newsletters, or the IFLA Journal.
Projects that request funds for travel should clearly justify the need and the rationale for travel as opposed to conducting work by email, conference call, or other means.

Production of a section’s promotional materials or newsletter is not eligible for project funding; use the Section Administrative Funds instead.

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

3. What is the procedure for proposing a project?

All project proposals must be endorsed by the Professional Unit’s Standing Committee and then submitted to the IFLA PC by the Professional Unit’s Chair. The proposal should be described in the application form “Proposal for a New Project” (see appendix). It includes data such as the name of the project supervisor and title of the project, a brief abstract and details of how it relates to the IFLA strategy, and a budget estimate. A more detailed description of the project must be attached.

The Division Chair will present the proposal to the PC and should therefore also be involved in discussions prior to submission in order to be able to present the project and answer related questions.

Projects must be an integral part of the IFLA Strategic Plan and the Division’s and/or Professional Unit’s activities.

IFLA’s Governing Board 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 have to be approved by the PC.

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.

4. How do I apply for Project Funds?

Project Funds are requested from the PC by submitting the form “Proposal for a New Project” (see appendix).

Projects should have a clear time-schedule and will normally last for up to one year (January to December), but may be completed in a maximum of two years. Professional Units wishing to apply for a two-year project should include in the original proposal an estimate of the costs expected for both years, however, approval of the second year of funding depends on a satisfactory project report received by October 31st in the first year.

Projects require a clear organisational structure with identified personal responsibilities and contact details.
The proposal should also contain a clear description (250 - 500 words) stating the goals and objectives, contribution to IFLA strategy, methodology, participants, anticipated beneficiaries and stakeholders, expected outcomes and results and how these will be disseminated, project deliverables, and plan of follow-up action.

Project proposals must be submitted by **October 31st 2011**, so that the PC can consider them at its meeting at the beginning of December. The exact deadline may vary each year; please check the project call for the precise date.

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.

### 5. What happens if the project proposal is approved?

The decisions of the PC concerning project proposals are communicated to the Professional Units as soon as possible after the meeting. If the project has been approved, it 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 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](mailto:joanne.yeomans@ifla.org)).

Professional Units that have been allocated project funds are expected to send to the PC a **mid-year project report** in July and an **end-of-year project report** in October. The forms for completing these reports will be sent to the project supervisor at the start of the project. Projects that wish to have a second year of funding must provide evidence of progress made in the first year and demonstrate that funds were appropriately used. Only if this report is satisfactory will the PC approve the funds for the second year.

In the case of project-funded workshops, seminars, and conferences, it is expected that a public report or proceedings are published. This can be done in the form of a concise report in the Professional Unit's pages on the IFLA website (minimum requirement) or in a more elaborate form through a publication in one of IFLA's publication series, newsletters, or the IFLA Journal. Timely information about planning such publications (contents, production schedule, and promotion) needs to be obtained from IFLA Headquarters.

Professional Units/Divisions must manage their projects in a timely and coordinated manner. If a Professional Unit has too many projects that are outstanding or ongoing, new projects may not be approved.

### Appendix:

**Application form: Proposal for a New Project Starting 2012**
PROJECTS: Proposal for a New Project Starting 2012

Each proposal must be submitted on a separate worksheet
DEADLINE FOR RETURNING THIS FORM TO IFLA HQ (joanne.yeomans@ifla.org): 31 OCTOBER 2011

Date: ______________________ IFLA PROJECT NO: _____________ (to be allocated by HQ)

SECTION 1: DATA

<table>
<thead>
<tr>
<th>Professional Unit/Division:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Unit Chair:</td>
<td></td>
</tr>
<tr>
<td>Professional Unit Chair email address:</td>
<td></td>
</tr>
<tr>
<td>In collaboration with (Professional Unit or organisation, if applicable):</td>
<td></td>
</tr>
<tr>
<td>Title of project:</td>
<td></td>
</tr>
<tr>
<td>Duration of project:</td>
<td>1 year</td>
</tr>
<tr>
<td>Starting date:</td>
<td></td>
</tr>
</tbody>
</table>

Who will undertake and/or supervise the project?

| Name: |  |
| Address: |  |
| Country |  |
| Tel.: | Fax: |
| E-mail: |  |
| IFLA affiliation: |  |

SECTION 2: DESCRIPTION

Brief Description:

Attach a full description (250 - 500 words) on a separate sheet which should include: Goals and objectives, contribution to IFLA strategy, methodology, participants, anticipated beneficiaries and stakeholders, expected outcomes and results and how these will be disseminated, project deliverables, plan of follow-up action.

Type of project:
(e.g., research, survey, training seminar, publication):

<table>
<thead>
<tr>
<th>To which of IFLA’s five Key Initiatives does the project refer:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

(See page 2 for explanation; choose as many as applicable)
How will you evaluate the project?

SECTION 3: BUDGET

All amounts should be given in Euro’s (EUR)

<table>
<thead>
<tr>
<th></th>
<th>Year 1: 2012</th>
<th>Year 2: 2013</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project expenses:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project administrative costs (telephone, postage, photocopying):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel and subsistence (please specify):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other costs (specify):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Annual Sub-Totals

TOTAL

Please provide information on other sources of funding for this project:

AMOUNT REQUESTED FOR 2012: EURO

Notes:
- Please refer to the Project Call 2011 for full details of the criteria and procedure for submitting a project proposal.
- Project proposals should be sent to IFLA HQ by the Professional Unit Chair.
- The proposals are presented to the PC by the Division Chair who should therefore be involved in the discussions prior to the submission in order to be able to answer related questions.
- IFLA’s five Key Initiatives for the years 2011 – 2012:
  1. Digital Content Programme.
  2. IFLA International Librarianship Leadership Development Programme.
  3. Outreach Programme for Advocacy and Advancement of the Profession.
  4. Cultural Heritage Disaster Reconstruction Programme.
  5. Multilingualism Programme.

http://www.ifla.org/en/strategic-plan/key-initiatives

These follow the directions as agreed in the Strategic Plan 2010 – 2015:
- Empowering libraries to enable their user communities to have equitable access to information;
- Building the strategic capacity of IFLA and that of its members;
- Transforming the profile and standing of the profession;
- Representing the interests of IFLA's members and their users throughout the world.