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| PLEASE FILL IN THE NAME OF YOUR LIBRARY SERVICE |
| Library Service:  |
| Contact Name: |
| Contact Email: | Contact Phone: |
| Date received: (Office Use Only) |

2021/22

LIBRARY HEALTH AND WELLBEING

INNOVATION GRANTS

**FUNDING GUIDELINES AND APPLICATION FORM**

**FOR VICTORIAN PUBLIC LIBRARIES**

*Applications must be received by 4pm Friday 16 April 2021*

*No late applications will be accepted*



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## Invitation to apply for Libraries for Health and Wellbeing Innovation grants

Victorian public library services are invited to apply for funding for library health and wellbeing projects.

### Libraries for Health and Wellbeing—Program Background

The Libraries for Health and Wellbeing program was established in recognition of the key role that public libraries have in supporting the health and wellbeing of their communities and is a 2020-2023 Statewide Public Libraries Development Project. The Libraries for Health and Wellbeing Innovation Grants Program has been established as part of this program.

In 2020 State Library Victoria (SLV) and Public Libraries Victoria (PLV) engaged Spark Strategy to develop the Libraries for Health and Wellbeing Strategic Framework. This framework will support the following goals of the Library Board of Victoria and the Public Libraries Victoria Framework for Collaborative Action:

* Every Victorian is easily able to access the collections and services of every Victorian public library
* An agile library workforce, continuously developing its skills and leadership to meeting changing 21st century needs
* Increased community engagement with libraries
* Strong and effective advocacy in public libraries
* Increased efficiency in library service delivery through sharing

Libraries have always played a crucial role when it comes to all forms of literacy: health, physical, digital, mental and financial; from children to adults. Our long-term goal is to support our communities’ skill and knowledge to better understand and manage their health and wellbeing.

In consultation with PLV, this round of grants will focus on projects which support the health and wellbeing of local communities in a post COVID-19 world.

The COVID-19 pandemic has had devastating impacts on the health, economic, and social welfare of Victoria’s communities. Restrictions to stem the spread of COVID-19 have disrupted the way Victorians live and work, changing the very nature of our social fabric.

While COVID-19 has caused major disruption in our state, it has also provided a unique window of opportunity to consider what we can do to support our communities in a post-COVID-19 society.

The focus of the grants will be to prioritise health and wellbeing programs and projects to support a post-COVID-19 community, through innovative program design, program delivery, and most importantly partnership development. The inclusion of partnership has been used to emphasize that a collective and sustained approach is required for long term community health and wellbeing.

The Libraries Health and Wellbeing Innovation grants will focus on three broad impact areas:

|  |  |  |
| --- | --- | --- |
| 1. Physical health | 2. Mental wellbeing | 3. Social connection |

### What are Libraries Health and Wellbeing Innovation grants?

The purpose of this program is to provide funding to Victorian public library services to undertake strategic projects that will enhance their ability to meet the needs of their communities, focusing on health and wellbeing programs. Leading-edge innovative programs are encouraged.

To promote innovation a minimum grant value of $20,000 (excl. GST) is available. However, there is no maximum limit for submissions with the total funding pool is in excess of $150,000 (excl. GST).

### Selection criteria:

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| --- | --- |
| * **Innovation**: Programs/projects should be innovative, either in the sense of being entirely new initiatives for the Victorian public library sector, or innovative for a particular library service.
 | * **Collaboration**: Programs/projects should preferably involve libraries working in partnership with business, other federal, state or local government departments, or with community agencies.
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| * **Inclusivity**: Programs/projects should be people-focused, and consider the individual differences, perspectives, and qualities of all community members.
 | * **Scalability**: Innovative programs/projects should have the potential to be expanded widely, either through future replication by individual library services or across the entire sector.
 |

In determining successful applicants, consideration will be given to achieving a spread of projects across the state.

Results from the libraries that receive a Libraries for Health and Wellbeing Innovation Grant will be shared with all Victorian public libraries to support statewide development.

### Who can apply?

Victorian public library services can apply. As per the selection criteria, applications must work in partnership with business, or with other government and/or community agencies. It is expected that the public library service will be the lead agency in any partnership proposals.

### What will not be funded?

Funding is not available for projects that have already commenced or have been completed. Funding will not be provided to more than one project proposed by any public library service.

A key focus of the grant is innovative programming or services, and is not intended to support capital purchases of similar infrastructure expenditure. However, it is acknowledged that there may be some necessary expenditure on capital depending on the nature of the project. Capital requests should not constitute more than one quarter (25%) of total funds requested.

Applicants must be able to demonstrate a reasonable commitment of their own resources (for example, through allocation of staff time on project management or delivery). Applications for programs/projects in which all costs are entirely or almost entirely covered by the grant will not be funded.

**Evaluation Criteria**

Applications will be assessed on the following weighted criteria:

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| --- | --- |
| **Evaluation criteria**  | **Weighting %** |
| Innovation | 20 |
| Collaboration | 20 |
| Inclusivity  | 20 |
| Scalability  | 20 |
| Expected outcomes | 10 |
| Evaluation  | 10 |

### How will applications be assessed

### Applications will be assessed by a selection panel comprised of members from PLV, managers, and staff from the Library Sector Engagement team at SLV. The selection panel will then make recommendations to the Advisory Committee on Public Libraries (ACPL).

Applications **close Friday 16 April 2021** and will be assessed during May 2021. Recommendations go to the ACPL for endorsement at 25 May 2021meeting.

Successful grant recipients will be notified in May 2021. Final acquittal is due on 1 October 2022.

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| **Timeline Library Health and Wellbeing Innovation grants** |  |
| **Grants – open** | 22 March 2021 |
| **Grants – close** | 16 April 2021 |
| **Selection process** | April/May 2021 |
| **Successful applicants notified** | May 2021 |
| **Successful applicants invoice SLV** | May 2021 |
| **Funds EFT to Library**  | June 2021 |
| **Applicants to attend Evaluation methodology workshop** | July 2021 |
| **Grants program – acquittal** | 30 September 2022 |
| **Final report due**  | 30 September 2022 |

### What are the funding conditions?

The following conditions will apply to projects that receive a grant:

* The grant recipient must enter into a funding agreement with SLV that sets out the conditions and reporting requirements (see Funding Agreement available at slv.vic.gov.au/).
* Any unspent funds must be returned to SLV.
* The support of SLV and PLV must be acknowledged in any relevant publication; promotional material, or news release.
* The grant project and funds must be acquitted, and a report submitted on the completion of the project.
* The grant recipient is required to provide an evaluation of the impact of their project. Libraries can use a portion of the grant to fund the evaluation process and report.
* The grant recipient must give permission for their project, results and evaluation to be shared with other public libraries in Victoria, nationally, and potentially internationally. In these cases, the grant recipient will be acknowledged at all times.

### What is the application process?

* All applications **must be discussed** prior to submission with Jacqui Horwood, Senior Program Manager, Library Sector Engagement via 03 8664 7056 jhorwood@slv.vic.gov.au during business hours.
* Applications must be submitted via email by 4.00pm on Friday 16 April 2021.
* Make sure that each section of the *Project Application Form* (see checklist on page 13) has been filled in, and that the Applicant’s Declaration has been signed by relevant parties.
* Late or incomplete applications will not be considered.
* Applications must be submitted to the Library Sector Engagement team via email at publiclibraries@slv.vic.gov.au

### Confidentiality Statement

The information requested in this application form is to be used for the purpose of determining whether or not an organisation is eligible for funding, and will not be distributed to any person or body outside of this process.

### SECTION 1a – Applicant Details

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| --- | --- |
| Name of Library Service  |  |
| **Library Manager / CEO** |  |
| Contact Name |  |
| Contact Position |  |
| Contact Email |  |
| Contact Phone Number |  |

### SECTION 1b – Financial Management Details

Please provide your organisation’s details if it is incorporated

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Does your organisation have an Australian Business Number** (please tick) | Yes |  | No |  |
| If YES, please provide your organisation’s ABN (Australian Business Number) |  |
| **Is your organisation registered for GST?** (please tick) | Yes |  | No |  |
| **Provide bank details for monies** **Name of banking institution** | BSB |  | Account  |  |

### SECTION 1c – Project Overview

Please provide a summary paragraph that specifies how your project is innovative, your expected outcomes, deliverables, strategic alignment and includes your partnerships.

*(approx. 200 words)*

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### SECTION 2a – Libraries Health and Wellbeing Innovation grants

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| --- | --- |
| Program Title*(20 words or less)* |  |
| What funding amount are you seeking (GST excluded) | $ |
| Describe your program in one or two sentences *(100 words or less)* |
|  |
| What are the aims and objectives of the program, particularly in relation to the selection criteria?  *(300 words or less)* |
|  |
| **Who else will you be working with? Document your partnerships with other organisations to conduct the program? Please list your partnerships and explain their involvement***(200 words or less)* |
|  |
| **List your partnership organisations and the contact person** Collaborating Agency #1 Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Collaborating Agency #2 Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Collaborating Agency #3 Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please explain what makes this program innovative** *(200 words or less)* |
|  |
| **What are the expected outcomes of this project? What will the project achieve?** *(300 words or less)* |
|  |
| **How will you evaluate the success / impact of the project?** |
|  |

#### SECTION 2b – Libraries Health and Wellbeing Innovation grants

Project staff

|  |
| --- |
| Key staff involved in this program (list names) |
|  |
| Relevant expertise of key staff |
|  |
| Relevant responsibility of key staff |
|  |

#### SECTION 2c – Libraries Health and Wellbeing Innovation grants

Project Promotion/Publicity

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| **Provide details of how you propose to promote the program, to whom and why***(200 words or less)* |
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**SECTION 2d – Libraries Health and Wellbeing Innovation grants**

Project Timelines and Key Milestones

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| **Timelines (list activities in as much detail as possible)** | **Milestones** |
| Start Date |  |
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| Completion Date: |  |

#### SECTION 2e – Libraries Health and Wellbeing Innovation grants

Project Budget Summary

Please provide full details of the income and expenditure for your project.

**Do not include GST in this budget**.

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| --- | --- |
| **Income Source** | **Amount** |
| Amount requested from Libraries Health and Wellbeing Innovation grants | $ |
| **Funds from other sources** (please list if applicable) |  |
|  | $ |
|  | $ |
|  | $ |
| **Contributions in-kind** (please list; include internal staff costs) |  |
|  | $ |
|  | $ |
| **Total project income** (including in-kind support) | $ |
|  |  |
| **Expenditure** (please itemise)\* | **Funding Source** | **Amount** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| Total Expenditure\*\* |  | $ |

### \*Capital expenditure should not be more than ¼ (25%) of the total funds requested

### \*\*Expenditure must match income

#### SECTION 3 – Applicant’s Declaration

I/We state that the information in this application and attachments is to the best of my/our knowledge true and correct and understand that any omission or false statement may result in the rejection of the application or the withholding of any funding approved.

I/We agree that the Library Sector Engagement team may check any of our statements for the purpose of assessing this application and agree to provide additional information they may request.

I/We agree that the grant will be expended on the project and for no other purpose and that we may, at the discretion of State Library Victoria, be required to repay on written demand any part of the grant which has not been expended in accordance with this condition.

I/We acknowledge and agree that the information I/we provide in this application will be used by the selection panel for assessment and reporting and may be used by the Library Board of Victoria and/or its Advisory Committee on Public Libraries for grant making and reporting.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*To be completed by the person with delegated authority to submit application (i.e. Chief Executive, Library Service Manager)*

Collaborating Agency #1

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Collaborating Agency #2

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Collaborating Agency #3

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### SECTION 4 – Checklist

* Have you read the Guidelines?
* Have you answered all the questions in each section?
* Has a duly authorised person signed the application?
* Have you attached letters of support from partner organisations?

### SECTION 5 – Attachment of supporting material documents (if applicable)