# Project proposal form 2017:

# Building Strong Library Associations Programme (BSLA)

### Project summary

|  |  |
| --- | --- |
| Project name |       |
| Association  |       |
| Total project budget |       |

### Information to applicants

Projects can include:

* BSLA workshops and activities at **existing** events e.g. national and regional library association conferences;
* A series of BSLA workshops and activities;
* IFLA advocacy projects or policies;
* ​Projects bringing together a smaller number of associations in the region to form alliances or partnerships in pursuit of advocacy goals.

You can work with other associations in your project, or implement regional projects. Associations will have several opportunities to apply for project funds between 2017-2018, as needs and priorities evolve. Collaborative projects with other funding bodies are also encouraged.

### Guidance for completing your proposal

1. All projects should be submitted by an eligible library association;
2. All applicants are strongly encouraged to contact the relevant IFLA regional office to get feedback on their proposal and ensure that their documents are complete;
3. Applications may be submitted in one of IFLA’s official languages, but you must also send a copy in **English[[1]](#footnote-1)**;
4. Full guidelines and selection criteria for projects can be found on the IFLA website: <http://www.ifla.org/node/11213>

### Completing the proposal form

All sections must be completed. Please include the following information as attachments:

1. A letter from the proposed host institution or library association outlining how they will support the project, description of facilities, and responsibility for financial payments and logistics;

2. Timeline for the development and delivery of project activities, including final narrative and full financial report;

3. Proposed budget and costs for the project in your country’s local currency and in Euro.

### Submitting your proposal

All project applications and attachments should be submitted electronically (preferred), by fax or post to the manager of the relevant regional office, with a copy to: alp@ifla.org

Application checklist

[ ]  Completed application form

[ ]  A letter from the library association and host institutions outlining how they will support the project, facilities, and responsibility for financial payments and logistics

[ ]  Timeline for the development and delivery of project activities

[ ]  Proposed budget and costs for the project in your country’s local currency and Euro

[ ]  Date submitted:

1. Applicant contact information

|  |  |
| --- | --- |
| 1.1 Association name |       |
| 1.2 Address  |       |
| 1.3 Country  |       |
| 1.4 Phone number |       |
| 1.5 Contact person name (person responsible for the project) |       |
| 1.6 Contact person email |       |

2. Project summary and objectives

|  |  |
| --- | --- |
| 2.1 Project name |       |
| 2.2.Total project budget  |       |
| 2.3 Total budget requested from IFLA |       |
| 2.4.Project goals | 1.      2.      3.       |
| 2.5 Project activities  | Description of activities (for example, workshops, conferences, report) | Activity budget | Activity date |
|       |       |       |

3. Trainer and collaboration with other associations

If this project requires a trainer from the region, or involves collaboration with another association(s) please include the names. Alternately, IFLA can help identify a trainer on request and as resources allow.

 [ ]  4.6 Name of trainer and/or other associations:

 [ ]  4.7 Assistance needed to find a trainer

4. Needs assessment (maximum 300 words)

The needs assessment should address the following points:

4.1 How will your project complement any existing capacity building efforts for the library association in the country or region?

4.2 What needs would this programme fulfil that are not already being met by these efforts?

4.3 What would be the primary benefit to your country or region and the library community that the Building Strong Library Associations programme might provide?

4.4 What are some of the library association(s) strengths and how do they enrich the project?

4.5 What are some of the challenges facing the library association(s) and how would these affect the project?

|  |
| --- |
|       |

5. Project purpose and activities

Project purpose and activities should address the following points:

5.1 What are the specific goals and expected outcomes for the project?

5.2 Project activities (for example, workshops, seminars, advocacy). Will the project use a cascade or train-the-trainer approach?

5.3 Will you work with another association or country in this project?

5.4 Identify any follow-up activities.

5.5 How will you identify and select participants to take part in this project? How will the library community be invited to participate?

5.6 How will the project be promoted and reported on amongst the library community, media, government and decision-makers, and within IFLA?

5.7 Will any new learning materials or translations be created as a part of this project? How will you make them available to IFLA?

5.8 Will the project continue beyond the time funded? If so, who will take over responsibility for the project and ensure its continuity?

5.9 Outline the risks associated with the project, and how these risks will be managed.

5.10 How will you will evaluate and report on the impact of the project?

|  |
| --- |
|       |

6. Project logistics

Project logistics should address the following points:

6.1 List the names and positions of the in-country team working on the project. What are the capacity and skills of the team to carry out the project, and can they evaluate and report on the impact of the project?

6.2 Will any IFLA materials need to be translated for this project? What language is needed?

6.3 Details of the institution that will host activities, such as workshops and meetings, including the location and facilities available (for example, access to reliable electricity, computer and projector, internet access, room for group work)

6.4 Does the applicant or host institution have a bank account to receive project funds and to make payments in-country?

|  |
| --- |
| 6.1      |

7. Project support

Project support should address the following points:

7.1 What institutions and associations are supporting this project, and what support are they providing? Please **attach** a letter from the library association and proposed host institutions outlining facilities, support, and capacity for making financial and logistical arrangements.

|  |
| --- |
|       |

# **11. Proposed budget**

Please **attach** your proposed budget and indicate costs in **both your local currency and Euro** sought from IFLA. Any funds from additional sources towards the total project should be detailed. IFLA may be able to help identify additional project funders.

IFLA does not support projects that are intended for the purchase of equipment, scholarships or in-service training. Reasonable trainer and participant expenses (flights, accommodation) are permitted in the budget. IFLA does not pay fees to staff or consultants for a project.

Your budget should include the following permitted costs, where relevant:

11.1 Travel costs (including any flights, visas, local transport)

11.2 Accommodation

11.3 Catering

11.4 Room hire

11.5 Workshop materials (excluding printing)

11.6 Administrative costs, including printing and stationery, postage, publications

11.7 Insurance (if applicable)

11.8 Equipment hire

11.9 Bank and credit card fees

11.10 Translation fees

11.11 Costs for evaluation and assessment of the programme (for example, follow up workshops, interviews)

11.12 Any other costs

1. IFLA regional offices and language centres can assist with translation. [↑](#footnote-ref-1)