Green Libraries Scotland Grant Fund 2024
Guidelines for Applications

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#GreenLibraries #CILIPSGoGreen

With support from the CILIP Scotland Trustee Board, we are pleased to offer grants of **up to £2,500** open to libraries of all sectors in Scotland seeking to grow environmental understanding and action.

Application Deadline: 4pm on Friday 14th June 2024

Applications open:	Monday 11th March 2024
Deadline for applications:	4pm Friday 14th June 2024
Successful applicants notified:	w/c Monday 1st July 2024
Project progress update:	w/c Monday 7th October 2024 Green Libraries Week
Projects completed by:	Friday 31st May 2025

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How to apply

- The application form is available online as a [Google Form](#).
  - Please note that, if not signed into a Google account, the form may not save your answers automatically. If you wish to draft your answers and return to them later, we recommend saving them in a separate document (you are welcome to use [this template featuring our five longform questions](#)).
- If you require an alternative format for accessibility, please [contact CILIPS](#).
- After submitting your application, you will receive a confirmation email from the CILIPS team within two working days. Please contact us at admin@cilips.org.uk if you have not received this.
- The deadline for all applications is **4pm** on **Friday 14th June 2024**.

Who is eligible to apply

- The grants are available for library services of all sectors in Scotland.
- We particularly welcome applications from library services with little or no prior experience of applying to similar grant funds.
- You may work with non-library service partners for your proposed project (for example, a local environmental organisation or community group) but the application must be made by a library service.
- The lead applicant must be a **CILIP member**.
- The application does not need to be completed by your Head of Library Service but must be approved by them before submission.

What you may apply for

- Your proposed project must make **an innovative contribution to library-led environmental action and climate justice in Scotland**, with the potential to have **long-term impact**. Please see our full [assessment criteria](#) below.
- Your application should give a clear indication of how you will spend the grant if successful. Decisions on final grant amounts rest with the selection committee.
- The grant must be used to fund the project applied for and is not available to replace everyday library management or overheads.
- The grant may be used for activities, equipment and events connected to the project, including travel and subsistence expenses, and backfill costs for staff.

Assessment Criteria

1. The project shows innovation in its vision for library-led environmental action in Scotland.

2. The project has the potential to bring long-term value to the library service and the community it serves.

3. The project contributes to local climate justice, harnessing how libraries can champion underrepresented groups in and through environmental action.

4. The project demonstrates feasibility and the ability to deliver outputs (to library users and the CILIPS community) within the draft timescale provided.

Application Conditions

- The deadline to complete projects supported by the grant programme is **Friday 31st May 2025.**
- Successful applicants are expected to present a progress update during Green Libraries Week, from **Monday 7th October 2024**. This can take the form of an online presentation, a workshop led by the grant recipients, creation and discussion of an infographic or an equivalent means of dissemination agreed in advance with CILIPS.
- On completion of the project, you will be required to write a case study for the CILIPS website sharing a summary of and insights from your work. **This must be submitted within four weeks of project completion.**
- Successful applicants are strongly encouraged to document their activities and the impact of their projects throughout, including via photographs and/or videos, which can also be shared as progress updates published on the CILIPS blog.

Selection Process

- A selection committee including representatives from CILIPS, Green Libraries Scotland supporting organisations and sector experts will review all applications and assess them according to the above criteria.
- All applicants will be notified of outcomes during the week of **Monday 1st July 2024**.
- Application feedback will be available on request at the conclusion of the process.

For any queries or accessibility requirements relevant to your application, please contact Kirsten.macquarrie@cilips.org.uk