# Bristol libraries Innovation Fund application form

# 2022-2024

## Background

Libraries are recognised nationally as providing a critical role to communities in delivering a broad range of outcomes including increasing wellbeing, literacy targets and community cohesion. In addition, their role as a service located within communities provide a rich selection of resources and materials and can offer a space that facilitates events and shared working in creative and innovative ways ([Libraries shaping the future Toolkit](https://www.gov.uk/government/publications/libraries-shaping-the-future-good-practice-toolkit/libraries-shaping-the-future-good-practice-toolkit)).

The Mayor of Bristol has led the development of a One City Plan that envisions a city for the future sharing themed goals of physical and social possibility. The 27 Bristol Libraries are a key partner positioned in their communities that support this ([Bristol One City Plan](https://www.bristolonecity.com/one-city-plan/)).

The Libraries Innovation Fund is managed by Bristol City Council Library Service and is intended to support communities and Library Friends Groups in taking forward new ideas in all of Bristol’s libraries.

Conversations and gathering of ideas have been taking place across the city’s libraries since January 2019. You can find out more here [Bristol Library Ideas](https://www.bristol.gov.uk/tell-us-your-idea-for-the-library-service). They include ideas about improvements to the library service, the library building and its use and developing communities within libraries through different activities.

**The Libraries Innovation Fund invites applications for awards of small grants up to £4000 to try out new and creative community-led ideas of working with libraries that will benefit local people, as well as provide learning and good practice that can be shared across Bristol.**

There are two grant funding streams.

The first is for £1,000 available to the Library Friends Groups, with the following aims:

* Provide support and encouragement for the set up and development of Friends Groups in each of the libraries
* Help fast-track ideas already captured through the conversation process that has been in place since the start of the 2019

These are the Friends groups currently in existence [Friends Groups of our libraries](https://www.bristol.gov.uk/friends-groups-of-our-libraries). Information and starter packs for setting up a Friends Group are available through the library service webpage [support with setting up a Friends Group](https://www.bristol.gov.uk/friends-groups-of-our-libraries) or by contacting library.ideas@bristol.gov.uk

The second funding stream\* is an allocation of £3,000 for open applications\*\* to support ideas which impact in one or more of the following ways:

i) Bring the library and communities together

ii) Improve the space within library buildings

iii) Improve how the library service is delivered

These will be assessed against 4 criteria that meet strategic themes of the Library Strategy for Bristol;

Theme 1: Bristol’s libraries empower and care

Theme 2: Bristol’s libraries are fair and inclusive

Theme 3: Bristol’s libraries help connect people in communities

Theme 4: Bristol’s libraries support and enable wellbeing;

The application form attached covers both funding elements.

We want the process to be accessible to all who are interested in creating innovation in their local library and we have tried to make the application as straightforward as possible. If you require any support with the application process, please contact [libraries.fund@bristol.gov.uk](mailto:libraries.fund@bristol.gov.uk)

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| --- |
| \*Applications for the second funding stream are now closed  \*\*The open application criteria will be for voluntary and community sector (non-governmental) community-based organisation, charities and not-for-profit companies whose values arise from the community. They may range from small volunteer/single worker organisations  and local community groups to large established organisations. We will prioritise local organisations but will consider applications from non-local organisations which meet all the criteria above and which bring specialist expertise to the city |

Deadline for stream 1 (friends groups) £1000 on a monthly rolling basis(last day of month at 5pm) until 31 March 2024 in order to give all existing and new friends groups the opportunity to apply.

Please send completed applications to [libraries.fund@bristol.gov.uk](mailto:libraries.fund@bristol.gov.uk)

### Q1. Title

|  |  |
| --- | --- |
| Title of project or activity |  |

### Q2. Library

|  |  |
| --- | --- |
| Which library is it based around? |  |

### Q3. Friend’s group

|  |  |
| --- | --- |
| Are you applying as a friends group? | YesNo |

### Q4. Contact details

|  |  |
| --- | --- |
| Are you applying as an individual or as a group/organisation? | IndividualGroup |

|  |  |
| --- | --- |
| Contact name and address |  |
| Email |  |
| Telephone |  |

### Q5. Themes

Does your project/activity aim to focus on *one or more* of the following:

Library and community together

Library buildings

Improvements to how the library service is delivered

|  |  |
| --- | --- |
| What strategic theme does it match? | And how? |
| Theme 1: Bristol’s libraries empower and care |  |
| Theme 2: Bristol’s libraries are fair and inclusive |  |
| Theme 3: Bristol’s libraries help connect people in communities |  |
| Theme 4: Bristol’s libraries support and enable wellbeing; |  |

### Q6. What do you want to do?

|  |  |
| --- | --- |
| What are you planning to do?  (300 word limit) |  |
| Are you planning on working with one or more protected and target groups? (see list at end of application form) |  |
| What do you want to achieve  (200 word limit) |  |
| How many people do you expect to benefit from this?  And how do/will you know?  (300 word limit) |  |

### Q7. Considerations

|  |  |
| --- | --- |
| How will it affect the library? What impact will it have on the library building and surrounding area?  (300 word limit) |  |
| How will it affect the running of the library service? What impact will it have on delivering the library service to its customers?  (200 word limit) |  |
| Do you think there are any risks involved in this idea and how might you manage them?  (200 word limit) |  |

### Q8. Funding

|  |  |
| --- | --- |
| Which funding stream are you applying for(see guidance above) | £1,000  £3,000 |
| How much funding are you applying for? |  |
| Please provide a simple plan of what you are going to spend |  |
| Do you have any other/match funding or other contributions you are expecting? Please give details. |  |

Q9. Do you have a bank account?YesNo

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| --- | --- |
| Would you like the grant paid in to a partner agency’s bank account?  Please state which agency. |  |

### Q10. Partners

Are you working with partners? YesNo

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| --- | --- |
| If yes, please give detail |  |

Q11. Timescales– this project must be completed by January 2021

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| --- | --- |
| When will your project/activity be completed (including the evaluation)**?** |  |

|  |  |
| --- | --- |
| Please provide a simple timeline |  |

### Q12. Evaluation and impact

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| --- | --- |
| How will you evaluate the project/activity? |  |
| What are your measures of success? |  |
| As part of the grant funding confirmation you will be asked to present your project/activity to a citywide event in March 2022. Please acknowledge you agree to this. | YesNo |

### Q13. Equalities and protected groups engagement

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are any Equalities Groups targeted in your project/activity? Please highlight those that apply | |  |  |  | | --- | --- | --- | | Young People (aged 16-25) | Lesbian, Gay and/or Bisexual People | Disabled People | | Women | Men | Transgender People | | Non Binary Not targeted in this way | | | |
| Are any Targeted Groups or Communities targeted in your project. Please highlight all that apply. | |  |  |  |  | | --- | --- | --- | --- | | Carers | Care Leavers | | Ex-offenders | | Homeless People | Low income families | | People experiencing domestic abuse | | People with mental health difficulties | People with Learning Difficulties | | People with problematic drug/alcohol use | | Single or lone parents | Teenage parents | | Unemployed people | | Refugees and asylum seekers | People with sensory impairments | | People with physical impairments  People with English as a second language | | Ex service personnel | | Not targeted in this way | | |

### Q14. Signature of lead representative and date

|  |  |
| --- | --- |
| Signature of lead representative |  |
| Date |  |