

# 2022/23 Libraries for Health and Wellbeing innovation grants

Funding guidelines and application form for Victorian public libraries



Applications must be received by 4pm  
Tuesday 4th October 2022

No late applications will be accepted



STATE LIBRARY  
VICTORIA



Public Libraries  
Victoria

## **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 is part of the 2020 – 2023 Statewide Public Libraries Development Projects, which are a major collaboration of State Library Victoria and Public Libraries Victoria. The goals of this collaboration are:

- 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

At a planning summit in 2019, State Library Victoria and Public Libraries Victoria agreed that one of the key areas of focus for their collaborative work in 2020 – 2023 should be on the role that public libraries have in supporting the health and wellbeing of their communities. Commitment was made to a number of strategic initiatives, in line with the goals of the collaboration:

- Research to better understand the role and to measure and articulate the impact of public libraries on community health and wellbeing
- Development of a strategic framework to guide the health and wellbeing work of public libraries <https://www.slv.vic.gov.au/sites/default/files/LFHAWB-vFIN-web.pdf>
- Upskilling public library staff in areas critical to the development of strong community health and wellbeing services and programs
- Supporting innovative new community health and wellbeing services and programs in public libraries

The Libraries for Health and Wellbeing Innovation Grants are designed to support individual public library services across Victoria to expand and be more innovative in their community health and wellbeing service and program offer.

### **What are the Libraries for Health and Wellbeing Innovation Grants?**

The focus of the grants will be to prioritise public library health and wellbeing programs to support community and solve existing problems through innovative design of programs, effective delivery, and most importantly partnership development. The inclusion of partnership has been used to ensure that a collective and sustained approach is utilised for long term community health and wellbeing. The expected outcomes of the programs are for increased support and improvement in the health and wellbeing of the community.

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

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

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 more than \$250,000 (excl. GST).

## **Selection criteria**

### **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 involve libraries working in partnership with business, other federal, state or local government departments, or with community agencies.

### **Inclusivity:**

Programs/projects should be people focused, ideally using co-design principles, 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.

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.

Library services that have been awarded Health and Wellbeing Grants in earlier rounds need to have previous projects completed and acquitted before being eligible for another round of funding.

## **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.

## **How will applications be assessed?**

Applications will be assessed by a selection panel comprised of senior representatives of Public Libraries Victoria, staff from the Library Sector Engagement team at State Library Victoria, and an external expert in the area of health promotion. The selection panel's recommendations will go to the Library Board of Victoria's Advisory Committee on Public libraries for final approval.

This committee has overall responsibility for all work undertaken under the banner of the Statewide Public Library Development Projects. Applications close **Tuesday 4th October at 4pm** and assessed October 2022.

## **Timeline Library Health and Wellbeing Innovation grants**

|                                                      |                             |
|------------------------------------------------------|-----------------------------|
| Grants – open                                        | Tuesday 12 July 2022        |
| Grants – close                                       | Tuesday 4th October at 4pm  |
| Selection process                                    | October 2022                |
| Successful applicants notified                       | November 2022               |
| Successful applicants invoice SLV                    | November 2022               |
| Funds EFT to Library                                 | November 2022               |
| Applicants to attend Evaluation methodology workshop | December 2022               |
| Implementation of grant funded programs              | January 2023 – January 2024 |
| Grants program – acquittal                           | January 2024                |
| Final report due                                     | June 2024                   |

### **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](http://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](mailto:jhorwood@slv.vic.gov.au) during business hours.
- Applications must be submitted via email by Tuesday 4th October at 4pm.
- Make sure that each section of the Project Application Form 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](mailto:publiclibraries@slv.vic.gov.au)

### **Privacy and Confidentiality Statement**

State Library Victoria is committed to protecting your privacy. Any personal information in this form is collected to process and assess your funding application. Personal information is managed in accordance with privacy legislation, including the Privacy and Data Protection Act 2014 (VIC) and any other applicable laws. For more information, please see our Privacy statement.

# SECTION 1 - PROJECT SUMMARY

**Program Title**

**Funding amount required**

*(GST included)*

**Project Coordinator:**

**Contact details:**

**Project Proposal** (200 words)

**Libraries for Health and Wellbeing Strategic Framework Impact Area** (tick the most appropriate)

☐ Physical health

☐ Mental wellbeing

☐ Social connection

**Program objectives and evaluation**

# SECTION 1 - PROJECT SUMMARY cont'd

## Criteria

To improve better health outcomes for Victorians, the programs funded through the Libraries for Health and Wellbeing Innovation Program will need to meet one or more of the following criteria.

*Tick the box/es that best represent the program.*

### **Inclusive**

The program/ project:

- ☐ uses co-design principles or community engagement / consultation activities
- ☐ is people/ community focused

### **Innovative**

The program supports innovative program design and program delivery and is either:

- ☐ an entirely new initiative for Victoria's public libraries
- ☐ innovative for a particular library service

### **Scalable**

The program has the potential to be:

- ☐ expanded widely
- ☐ replicated by individual library services
- ☐ replicated across the entire sector

### **Collaborative**

Programs/projects involve libraries working in partnership with:

- ☐ business
- ☐ other federal, state or local government departments
- ☐ community agencies
- ☐ other

## SECTION 2 - FOUNDATION ACTIVITIES

### Established Need and Project Scope Statement

By answering the questions in this section, you will establish how the project meets the criteria of Inclusive and Innovative program design and delivery.

**Project title**

**Project start date**

**Project finish date**

### Needs statement

Answer the below questions to define the problem, describe the implications of the problem, and specify the gap identified in your community.

**Please list identified community group: (bullet point)**

**Define the problem. How do you know it is an issue? (150 words)**

**Have there been attempts to solve this issue before, either by a library or other organisation? (150 words)**

## SECTION 2 - FOUNDATION ACTIVITIES cont'd

What is the program you will directly deliver for your community? (200 words)

### Scalability Statement

By providing details on how other library services could use the program, you will establish how the project meets the criteria of being scalable.

**Describe how the proposed program could be scaled either by being expanded widely, through future replication by individual library services or across the entire sector. (100 words)**

## SECTION 3 - WORKING IN PARTNERSHIP

### Partnership Statement

By providing details on how you will work with a partner/s you will show the grant funding will create a partnership opportunity and detail how the proposal meets the criteria of being collaborative.

**Please provide an overview of your project partnership/s. Who are you partnering with and why? How will the partnership/s work eg MoU or something similar? How will long the partnership last? Just for the project or is there scope for other work? (150 words)**

# SECTION 4 - CAPACITY

By providing high level Project Management details you will illustrate how your service has the capacity to deliver the proposed program.

## Basic Project Management Framework and Resourcing

High Level Overview (add more rows as required)

**Timelines** **Key Milestones only**

### Project Team

Project Owner

Project Coordinator

Other project team members (add more rows as required)

| Team Member | Role | Responsibility | Organisation | Area of interest or expertise |
|-------------|------|----------------|--------------|-------------------------------|
|-------------|------|----------------|--------------|-------------------------------|

# SECTION 5 - FINANCIAL MANAGEMENT DETAILS

Please provide full details of the income and expenditure for your project.  
*Please include GST in this budget.*  
*Please note that the final funding amount requested will need to have GST included as required by the ATO*  
[ato.gov.au/Business/Government-entities/In-detail/GST-and-grants/](https://ato.gov.au/Business/Government-entities/In-detail/GST-and-grants/)

| <u>Income Source</u> | <u>Amount (GST included)</u> |
|----------------------|------------------------------|
|----------------------|------------------------------|

Amount requested from Libraries Health and Wellbeing Innovation grants:

Breakdown of expected expenditure: (add as many rows as needed)

Funds from other sources: (please list if applicable)

Contributions in-kind: (please list; include internal staff costs)

Total project income: (including in-kind support)

## SECTION 5 - FINANCIAL MANAGEMENT DETAILS cont'd

Please provide full details of the income and expenditure for your project.  
*Do not include GST in this budget.*

| 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*

### 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:**

BSB Account no.

Name of banking institution

## **Privacy and Confidentiality Statement**

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## **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.

## **Library Service**

Name:

Position:

Signature:

Date:

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

## **Collaborating Agency**

Name:

Position:

Signature:

Date:

To be completed by the collaborating agency authority of an equivalent position to the submitting delegated (i.e. Chief Executive, or Manager)

## **Collaborating Agency #2** (if more than one agency)

Name:

Position:

Signature:

Date:

To be completed by the collaborating agency authority of an equivalent position to the submitting delegated (i.e. Chief Executive, or Manager)

## ATTACHMENT OF SUPPORTING MATERIAL DOCUMENTS (IF APPLICABLE)

