



Special Interest Group Activity Funding Proposal Form

While most event hosting costs are borne by the hosting organisationⁱ, it is possible to bid to the Collaboration's Steering Group for additional financial support. This form is for use by Collaboration special interest groups to request financial support to host an event or other activity. Typically, it will be used when a group wishes to invite an external speaker or event facilitator, which will likely incur a financial cost which cannot be met by the host. The form should be returned **at least four weeks ahead** of your proposed event or activity.

Please complete the following sections, as appropriate, as fully as possible. Incomplete forms or those with insufficient details, will be returned to the submitter.

Proposed Activity or Event

TITLE: Please provide the proposed activity or event title	
VENUE: Please provide the proposed venue for the proposed event or activity:	DATE: Please provide the proposed date(s) for the event or activity:
DETAILS: Please outline as fully as possible the details of the activity or event for which you are seeking financial support. Where external speakers or facilitators are part of the anticipated expense, please provide brief biographies and contact details in support of this application.	
AIMS: Please outline the aims or outcomes from the proposed event or activity?	
STRATEGIC FIT: Detail how your proposed activity fits into your group's operational plans, and the Collaboration's strategic objectives? Include links to appropriate documents, minutes or reports:	

Audience

AUDIENCE: Who are the intended audience for this activity? E.g. library assistants, liaison staff etc
BENEFITS: What benefits will delegates or those participating with your activity gain?
SPACES: How many delegate/participant places will be made available?
MARKETING: Detail how you will promote the event within the Collaboration membership, and also how you will ensure a representative audience?
REPORTING: Please detail how the events outcomes will be assessed and reported to the Collaboration's wider membership. Include named responsibility for providing an article for the Collaboration's website ⁱⁱ .



Outline Costs

ESTIMATED COSTS: Please detail all expected costs and charges, as fully as possible. Where reasonable travel expenses are expected to be paid, an indication of their level is requiredⁱⁱⁱ.

ADDITIONAL COSTS: Are there any additional or conditional costs which may need to be met?

INCOME: Do you anticipate recovering any costs through charging delegate fees or seeking sponsorship? If so, please outline anticipated delegate charges and/or sponsorship details^{iv}.

RISKS: Are there likely any speaker related costs or penalties to be paid, if the event or activity is cancelled^v?

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Additional Information

Please provide any additional information related to this proposal:

Special Interest Group:

Submitting Officer:

SIG Position:

Date:

All questions, or completed forms, should be forwarded to the Mercian Collaboration Development Officer (mercianlibrariescollaboration@gmail.com). The Steering Group will normally consider and respond to all submission requests. within 2-3 weeks of your application.

Endnotes

ⁱ The agreed rule of thumb for events is hosting institutions will covers all room hire and refreshment costs, and that individual institutions will cover travel and other attendance expenses for their own staff. In this respect, normally the Collaboration will only consider funding speakers from outside of the membership organisations and region, and/or extraordinary costs the hosting institution is unable to cover.

ⁱⁱ There is an expectation that all activities funded through the Collaboration will be written up in a report for the website within four weeks of it taking place.

ⁱⁱⁱ Travel expenses will be paid in line with SCOUNL's policy in this regard, and speakers are expected to use reasonable and prudent means. Attendees from Collaboration member libraries will normally expect their employer to cover their costs.

^{iv} The Collaboration does not normally levy delegate fees for member staff attendance, and with the exception of the conference, does not engage in sponsorship either. If you are considering hosting a sponsored event, please contact the Development Officer to discuss suitability of potential sponsoring organisations first.

^v E.g. If the speaker is delayed or has to cancel at the last minute, is a full or reduced fee still payable?