



Subgroup Group Activity Funding Proposal Form

While most event hosting costs are borne by the hosting organisation¹, it is possible to bid to the Collaboration's Steering Group for additional financial support. This form is for use by [Collaboration subgroups](#) 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 **a minimum of four weeks ahead** of the proposed event/activity.

Please complete all sections as fully as possible, or mark N/a where not appropriate. The Officer is available to advise where there are questions. Incomplete forms or with insufficient details will be returned to the submitter.

Activity or Event

PROPOSED TITLE: <i>(Please provide the proposed activity/event title as it will be advertised)</i>	
VENUE: Physical or Online <i>(delete as applicable)</i>	ANTICIPATED EVENT DATE(S):
PHYSICAL VENUE: <i>(Please provide information as the exact location, if physically hosted)</i>	
ONLINE PLATFORM: <i>(Please provide information as online platform and host, if an online event)</i>	
DETAILS: <i>(Outline the proposed activity's details (~100 words).</i>	
FACILITATORS/SPEAKERS: <i>(Where external speakers/facilitators are required, please provide brief biographies and contact details)</i>	
AIMS: <i>(Outline the aims or outcomes from the proposed activity.)</i>	
STRATEGIC FIT: <i>(Briefly detail how the proposed activity relates to your subgroup's operational plans and the Collaboration's strategic plan. Include links to appropriate documents.)</i>	

Audience

<p>AUDIENCE: <i>(Detail the intended audience)</i></p>
<p>BENEFITS: <i>(Detail any benefits delegates participating will gain)</i></p>
<p>SPACES: <i>(Detail how many delegate/participant places will be made available)</i></p>
<p>MARKETING: <i>(Detail how the event will be promoted within the Collaboration membership)</i></p>
<p>REPORTING: <i>(All funded events MUST produce a post-event report for the website. Detail who will be responsible for producing this report) ⁱⁱ.</i></p>

Outline Costs

<p>ESTIMATED COSTS: <i>(Detail all expected costs and charges as fully as possible. Where reasonable travel expenses are expected to be paid, an indication of their approximate level is required).ⁱⁱⁱ</i></p>
<p>ADDITIONAL COSTS: <i>(Detail any anticipated additional or conditional costs which may need to be met.)</i></p>
<p>VAT: <i>(Indicate where the above costs are VAT inclusive or exclusive? Add 'Unsure' if you are not certain)</i></p>
<p>INCOME: <i>(Do you anticipate recovering any costs through delegate fees or sponsorship? If so, please outline how this will be handled details.^{iv})</i></p>
<p>RISKS: <i>(Detail how any financial risks if the activity is cancelled will be mitigated)^v</i></p>

Additional Information

(Please provide any additional information related to this proposal not covered above)

Submitter Name:

Member Institution:

Subgroup Name:

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 aims to respond to all submission requests within 2-3 weeks of application.

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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 all activities funded by the Collaboration will be written up for the website within four weeks of them taking place.

ⁱⁱⁱ Travel expenses will be paid in line with SCOUNL's policy in this regard, and speakers are expected to use reasonable means. Attendees from Collaboration member libraries should 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, are full or reduced fees still payable, and hence are there any break-clauses in our contract with the speaker?