



# **First 5 Forever Project**

## **Grant Application Package**

### **2019**

## First 5 Forever Project Grant overview

Grant funding of \$500,000 is available to Councils to deliver innovative projects through public libraries and Indigenous Knowledge Centres (IKCs) across Queensland that:

- a) Support stronger language and early literacy environments for children aged 0-5 delivered by public libraries and Indigenous Knowledge Centres;
- b) or, that more broadly connect families with their role in early literacy and the support that is available through public libraries and IKCs

The following guidelines have been developed to assist councils in developing applications for funding. Please read the grant guidelines carefully before completing an application.

## Eligibility

All Queensland Councils which operate public library or IKC services, have a Service Level Agreement for Public Library Services (SLA) and a First 5 Forever Service Level Agreement in place with the Library Board of Queensland, and are compliant with all SLA obligations are eligible to apply for grant funding.

## Grant amount

The maximum grant amount for an individual council is \$50,000 (GST exempt).

## Project timeframes

Projects must commence no later than 1 June 2019 and conclude within one year of the date commenced. Extensions to the project duration may be negotiated under exceptional circumstances and by agreement with State Library.

## Project proposals

Some examples of suitable projects which **may** be funded under this program can be found on the Public Libraries Connect website: <http://www.plconnect.slq.qld.gov.au/resources/children-and-young-people/first-5-forever>

## Selection Criteria

Applicants will be required to provide responses to the four selection criteria in the attached fillable .pdf application form. Applicants must provide a maximum of 400 words per section. Each criterion will receive different weighting in the assessment of applications, as detailed in the application form.

## Activities not funded

The funding for these grants cannot be used for the following:

- Information Technology (including hardware, software, wifi and apps) and related expenses, including service contracts, subscriptions and/or development;
- Audio visual equipment hire or purchase for general use in the library;
- Project deliverables which are fully funded by other government subsidies or grants;
- Retrospective deficit funding (funding of past library projects).

## How to apply

Applications must be completed on the form supplied, and submitted by email to [lqc@slq.qld.gov.au](mailto:lqc@slq.qld.gov.au). Councils should submit one application only which may cover one or more library service points. Joint applications across one or more council areas will be accepted if evidence of collaboration is provided with the application.

All applicants must use the grant application form included with this Grant Application Package. Minimum and maximum word limits are set for each question in the application form. Applications that fall below or exceed these limits may be returned to the applicant for re-working and re-submission.

The following additional documentation may be provided as attachments:

- letters of support from community partners;
- quotes from product or service providers.

Any other attachments will not be accepted.

Attachments must be no larger than 3 MB in size and must be in PDF, DOC, DOCX, XLS, XLSX or CSV format.

## Assessment of applications

Applications for funding will be assessed against the selection criteria by an assessment panel with appropriate knowledge and expertise. Assessment is based on the information provided by the Applicant, including supporting material.

If the total combined funding requested across all applications exceeds the amount of funds available it is possible that not all applications that are assessed as meeting the criteria will receive funding. In assessing applications, consideration will also be given to:

- the total amount of funding available;
- the number of similar project proposals received;
- the need to ensure fair distribution of funding across Queensland, in metropolitan, regional and remote areas.

State Library may elect to fund only a portion of a project, and reserves the right to negotiate with applicants in relation to project scope, budget items, level of contribution and costings.

The number of grants awarded and amount awarded for each grant is at the discretion of State Library.

## Reporting requirements

Successful applicants must provide an acquittal report which will be formalised in the Grant Agreement (on a supplied template) no later than one month after the completion of the project.

## Notification

All applicants will be notified in writing no later than 5 April 2019 regarding the outcome of their application. Unsuccessful applicants may request feedback on their application. There is no course for applicants to appeal the results of the evaluation process or the decisions made in awarding grants. Results of this grant round will be publically available on State Library website.

## Payments

Successful applicants will enter into a grant agreement with The Library Board of Queensland which will detail the obligations of both parties and the agreed timelines for delivery and acquittal of the project. The grant payment will be made in one lump sum to the applicant within 28 days of receipt of a signed Grant Agreement from successful applicants. Grant payments do not attract GST. Funding provided under this grant program is not recurrent funding and success in this grant process does not provide any ongoing funding for the Applicant.

## Funding acknowledgement

Grant recipients must acknowledge the Queensland Government's financial assistance to the project in the manner described on the First 5 Forever [funding acknowledgement](#) webpage.

As a minimum, publicity material relating to the approved project or any resources created need to be branded and where possible include the following words: *Proudly funded and supported by the Queensland Government and the State Library of Queensland.*

More information about branding can be found on the [First 5 Forever resources page](#).

If the Applicant holds a local event in conjunction with the project (e.g. local launch, announcement, celebration or other public event) Council is required to extend an invitation to (at a minimum):

- Queensland State Government Minister for Environment and the Great Barrier Reef, Minister for Science and Minister for the Arts
- State Librarian and Chief Executive Officer, State Library of Queensland.

## Showcasing excellence

State Library is committed to recognising and celebrating excellence in library innovation, and fostering a learning culture that supports sharing best practice.

All grant recipients are required to share information about their projects in the Public Libraries Connect blog linking to Council's resources

## Further information

It is recommended that applicants contact State Library through the contact details below prior to submitting an application to discuss ideas and seek initial feedback about the eligibility of their application. Please contact:

First 5 Forever  
State Library of Queensland  
Tel: 07 3840 7807  
Email: [first5forever@slq.qld.gov.au](mailto:first5forever@slq.qld.gov.au)

# Grant Application Form

## Steps for completing the pdf application form

Council's application is to be completed using the fillable pdf form on page 6 below.

- 1. You will require Adobe Acrobat Reader DC, Adobe Acrobat 11 Standard or Foxit PhantomPDF to complete and save the form. If you open the form within a web browser (Chrome, Edge, Firefox,etc.) you will not be able to save any changes / responses.**
2. When saving the file in Adobe Acrobat Reader DC ensure you select the "Save as" option to ensure changes are recorded and include your council details in the file name, e.g. *First 5 Forever Project Grant Application\_2018-19\_Mycouncil.pdf*
3. The form can be saved multiple times, allowing for different officers to complete individual sections.
4. The form can be printed to assist in the identification and collection of the required data, however please do not submit handwritten or scanned copies of the form.
5. Use the *Tab* key on your keyboard to move sequentially through all data entry fields, or you may use the mouse to skip ahead through the sections.
- 6. You must answer all of the questions.**
7. Once complete the form must be emailed to [lgc@slq.qld.gov.au](mailto:lgc@slq.qld.gov.au)
8. Include in the email subject line *First 5 Forever Project Grant Application\_2018-19*

**If you have any questions please contact the Local Government Coordination team on (07) 3842-9049 or [lgc@slq.qld.gov.au](mailto:lgc@slq.qld.gov.au)**

## SECTION 1 – Contact details

<b>Council name</b>	
<b>Council contact name</b>	
<b>Council contact position title</b>	
<b>Council contact phone</b>	
<b>Council contact email</b>	
<b>Library contact name</b>	
<b>Library contact position title</b>	
<b>Library contact phone</b>	
<b>Library contact email</b>	

## SECTION 2 – Project overview

<b>Project title</b>	
<b>Brief project summary</b> <i>Provide a brief overview of the project</i>	
<b>Total Grant funding requested</b> <i>(Max \$50,000)</i>	
<b>Will the project continue after the first year, or conclude at the end of the funding period</b>	
<b>Project budget</b>	

## SECTION 3 – Selection criteria

*Please clearly respond to each of the three selection criteria as outlined below.*

<p><b>1. Strategic alignment and capacity to deliver the project</b></p> <p>Provide details of how your project will:</p> <ul style="list-style-type: none"><li>• Align with your Library or Council strategic plan and/or operational plan;</li><li>• Demonstrate financial viability (a realistic budget tied to measurable outcomes);</li><li>• Have organisational capacity, knowledge and staff skills to deliver the project;</li><li>• Have a lasting impact on children and families in your region.</li></ul> <p><i>(Max 400 words - 50% weighting)</i></p>	
<p><b>2. Innovative public programs and services</b></p> <p>Provide information on how your project meets local community needs, and demonstrates innovative and/or creative library practice.</p> <p><i>(Max 400 words - 30% weighting)</i></p>	
<p><b>3. Delivery on <a href="#">Realising our Potential: A Vision for Queensland public libraries</a></b></p> <p>Provide details on how your project aligns with <b>one or more</b> of <a href="#">the Vision</a> objectives and enablers:</p> <ul style="list-style-type: none"><li>• Realising our potential</li><li>• Extending our Reach</li><li>• Deeply Local Outcomes</li><li>• Future Focused Workforce</li></ul> <p><i>(Max 400 words - 20% weighting)</i></p>	

## SECTION 4 – Additional supporting documentation

Will additional supporting documents accompany this application?

<b>If Yes, list the file names</b>	
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## SECTION 5 – Declaration

*To be completed by the Chief Executive Officer or a suitably authorised officer*

1. I declare that I have read and understood the Grant Guidelines
2. I declare that the information supplied in this Grant Application Form is complete and correct
3. I understand that funding is for the duration of the project only
4. I understand that, if successful, summary details of the project may be recorded on any of State Library's websites
5. I understand that, if successful, Council must submit an acquittal report no later than 1 month after the completion of the project.

<b>Authorised person's name</b>	
<b>Authorised person's position</b>	
<b>Authorised person's telephone number</b>	
<b>Authorised person's email</b>	
<b>Date application authorised by council</b>	