The CILIP Information Literacy Group is committed to supporting information literacy developments and events within all sectors of library and information science. Many sectors may not be able to access funding in a timely way to facilitate the provision of relevant IL training events required within their region. It is hoped that the funding offered through this application process will enable smaller institutions and organisations to develop and provide additional events that can support staff IL skills in the workplace. Where possible funding received should enable an event to be held for free, making it accessible for all

**Sponsorship of up to £500** is available for applicants to host information literacy events, e.g. where you may have to pay for speaker fees and/or travel and subsistence, refreshments, lunch etc. for delegates.

**Sponsorship of up to £250** is available for applicants to host libteachmeets. e.g. where you may have to pay for refreshments for delegates, or venue hire.

Intended utilisation of the funding:

* The funding is for the development of Information Literacy Skills and associated topics
* It should be used to provide training or knowledge that will practically support staff in their day to day working practices
* The funding must not be used to generate profit of any sort
* Where possible the funding should enable an event to be held for free, making it accessible for all
* However; the funding should not be used to subsidise travel of delegates attending an event
* Promotion of an event should be completed electronically where possible to avoid excessive print costs; however if printed publicity is deemed essential this will be considered

It is envisaged that the funding could sponsor any ***or*** all of the following:

* Venue of event
* Refreshments or lunch where required
* Fees for speakers or facilitators of event
* Travel expenses for speakers or facilitators of event

**Guidelines for writing your application**

1. Your application should be clearly presented and a formal expression of why you wish to host an event.
2. You should provide an overview of the event with clear aims and proposed outcomes and give as much detail as you can about the proposed programme.
3. You should reflect on what you think will be the specific benefits/knowledge that delegates can hope to gain from attending your event.
4. If you are formally inviting speakers to your event, (this wouldn’t apply for a libteachmeet), you should provide details. While we understand that these details might be subject to change depending on availability of speakers etc. you should have provisional agreement from the speakers that they are willing to be involved.
5. You should have provisional agreement that the venue is willing to be involved.
6. As part of the funding conditions you will need to promote the sponsorship of the group and produce a short reflective article/blog post (approx 1000 words) about the event held. This should include highlights and outcomes from the event and can also include a summary of feedback. This will be uploaded to the Information Literacy Website. See: <http://www.informationliteracy.org.uk/develop-professional-practice/training-events/event-reviews-2011/> for examples. (Please include any links to blogs/presentations where available.)
7. You should provide full details of how the requested funding will be spent. (The committee requires a clear overview of how the potential sponsorship will be utilised.)

If you have any questions about your application, please contact the Training Officers.

Applications/expense forms and receipts should be sent to the Training Officers.

Training Officers: Catherine McManamon: [c.mcmanamon@mmu.ac.uk](mailto:c.mcmanamon@mmu.ac.uk)

Emily Shields: [e.shields@mmu.ac.uk](mailto:e.shields@mmu.ac.uk)

**Sponsorship Form**

|  |  |
| --- | --- |
| **Applicant details** | |
| **Name of applicant:** |  |
| **Organisation / Institution:** |  |
| **Contact address:** |  |
| **Contact telephone number:** |  |
| **Contact e-mail:** |  |
| Details of proposed training event / conference | |
| Title:  Date:  Location: | |
| Application statement, expressing why you wish to host an IL training event, overview of programme, aims and outcomes etc. (Points 1-3 in the guidelines) | |
| (Box size will increase as you type) | |
| **Breakdown of financial support requested to host the event:** | |
| Total amount requested (inc VAT):  Date required:  How will payment be made? For questions relating to payments please contact the IL Group Treasurer Emily Shields (e.shields@mmu.ac.uk):  **Breakdown of costs**  Room hire:  Refreshments:  **Further costs**   |  |  | | --- | --- | | Cost 1: |  | | Cost 2: |  | | Cost 3: |  | | Cost 4: |  | | Cost 5: |  |   Requested / received funding from elsewhere: Yes No  If yes, please give details of the institution / organisation you have requested funding from and the outcome. | |

|  |
| --- |
| I declare that all details submitted on this form are accurate at the point of submission  Signed: Date: |

**Terms and conditions**

* The CILIP Information Literacy Group reserve the right to fund all or part of an application as they see fit and as funding allows
* Any profit made by an event (for example by bookings exceeding estimated attendance), or unspent funds, must be returned to the CILIP Information Literacy Group as a cheque immediately after the event so that it can be used to fund further events through this same application process
* The CILIP Information Literacy Group would like to be recognised as the event sponsor on any publicity circulated. We can send you any logos as you require.
* All successful applicants are required to provide the IL Group with delegate feedback from the event. We can provide you with a feedback form to use. If you wish to use your own feedback form, this is possible, but please include the questions from the IL Event Feedback Form as well.