

Carnegie Library Lab is our programme of work aimed at fostering leadership and innovation in the public library service. These FAQs are for those who want to find out more about the programme or the application process.

Applying

Who is eligible to apply?

Applicants must work in the UK and Ireland. They can be qualified librarians or other library staff.

For libraries to be excellent services, innovation and leadership must be cultivated at all levels. The Trust therefore invites applications from individual library staff in early and mid-management roles in the UK and Ireland. The Trust will also support the following groups of applicants:

- those with experience in running innovative projects;
- those that have limited experience of running innovative projects; and
- those that have no experience of running innovative projects but have the potential to do so.

Library Lab is much more than project funding and we're looking for individuals committed to personal development and participating in all aspects of the programme.

Do I have to be working in the public library sector to enter?

Yes.

Do I have to be a professional librarian to enter?

No.

Can I submit more than one application?

Applicants can submit only one application.

Can we submit an application as a group?

No. Applications must be made by individuals. Though we expect Carnegie Partners to involve their colleagues in implementing their innovative idea, only one person can take part in the learning programme and face-to-face events.

Are there a maximum number of applications that can be put forward by a library service?

No. We leave this to the discretion of the Head of Service.

What do you mean by 'innovative'?

We welcome applicants to put forward their own definition of 'innovative'. To see the criteria by which innovation will be considered when applications are assessed, please see our application notes. If you are seeking inspiration, take a look at [the databases](#) of projects available.

What kind of ideas are you looking for?

Our [Advisory Group](#) are open to considering any kind of innovative idea. It must, however, be viable – so think through what support you will receive from your colleagues, how it can be reasonably achieved within the timescale of Library Lab and whether your idea would have a long term impact. You can view our criteria [here](#).

What is a sponsor and why do I need to submit a statement of support from them?

See section below: ‘Library Service Support.’

How do I submit my application?

- Download the [‘Note and Supporting Statement Guidelines for Sponsors’](#) and approach your line manager or equivalent about it.
- Complete the online application form [here](#).
- The application form allows you to save your work and return to it at a later date. However you MUST register or log in first.
- Please note that the save function is reliant on a good internet connection. If you are concerned that your connection is not reliable, we would strongly advise preparing your answers in Word, before copying into this form. You can download a copy of the questions [here](#).
- Submit your application form online and attach:
 - A scan of your sponsor’s statement

- confirmation from existing funders (if applicable)
- confirmation from potential collaborators (if applicable).

When sending documents please ensure the file name begins with your name. (Eg, “SurnameFirstname application form”, “SurnameFirstname supporting statement”, “SurnameFirstname confirmation funders” etc).

When is the deadline for applications?

Applications must be submitted online by **Thursday 5th April at 5pm**. We are unable to consider applications received after this date.

How will my application be assessed?

Applications will be assessed by the Carnegie Library Lab expert [Advisory Group](#). They will review the applications against the criteria published in the [‘Application Notes and Criteria’](#) document.

When will I find out if I have been successful?

We will be in touch in April to let applicants know whether or not they have been shortlisted.

What happens if I am shortlisted?

If your application is shortlisted, the Trust will be in touch to ask you for a short two-minute video. You will have around ten days to submit this video. It will be another opportunity for applicants to explain their application in relation to the application criteria. The video can be very simple. It can be recorded on a phone or equivalent and all it has to show is the applicant talking to the camera. The Trust will

provide more guidance on this matter for shortlisted candidates.

If my application is unsuccessful, will there be another opportunity to apply?

No. We regret that this is the last year we are running this programme of work.

Library Service Support

Does my organisation have to endorse the application?

Yes. As part of your application you will submit a statement from your line manager (or equivalent) to the Trust as per the [‘Note and Supporting Statement Guidelines for Sponsors’](#). This statement forms an important part of the application. One of the selection criteria is that participants must be well supported by their library service. The statement provides an opportunity for your line manager to demonstrate that they are aware of your project, to describe how it will add to the library service offer and to explain how the wider team will support project delivery. Your Head of Service must also support the application.

What support will my Library Service need to provide for me if I am selected?

Your Library Service will need to be fully committed to you being a Carnegie Partner. This involves supporting the delivery of your project, ensuring you are able to take time to meet with your mentor, take part in networking opportunities offered to Partners, undertake the online learning elements of the programme and take advantage of opportunities to put this learning into practice.

We are also keen to understand how Carnegie

Partners’ projects will be embedded into the wider work of the library services they are in.

Will you want to speak to anyone else in my Library Service?

Yes. Staff from the Trust will want to speak to your line manager if you are successful in your application regarding their plans for supporting you in undertaking the programme. Our evaluators will also be in direct contact with your line manager during the programme. This will not to monitor the progress of your project, but to discuss how you are developing as a professional.

Can colleagues help me deliver the project?

Yes. We expect Carnegie Partners to involve their colleagues in implementing their innovative idea. However only one person can take part in the learning programme and face-to-face events.

Learning

What are the opportunities to access learning?

Successful applicants will be able to access a bespoke online learning programme in leadership and innovation. This programme draws on material from the Bill and Melinda Gates Foundation and includes modules on:

- leadership;
- creativity and innovation;
- power and influence;
- transformation, change and transition;
- problems, systems and complexity; and
- continuing development.

Carnegie Partners’ engagement with this material will be facilitated by a learning guide, our Carnegie Associate Tom Forrest.

Carnegie Partners are encouraged to share their learning and experiences with one another throughout the programme, and will meet three times during their 18 months with us.

How much time will I need to spend on the online learning programme?

As a rough guide, we expect that applicants will need spend about one hour a week on the programme. Partners are responsible for engaging in the online learning programme in their own time.

Partners should expect this engagement to be more intensive during the first few months of the Library Lab programme and plan accordingly for this.

Engaging with the online learning programme throughout the programme and at the requisite times is essential: it is an important way of interacting with fellow Carnegie Partners and supporting others during the lifetime of the programme.

What is a mentor and how do I secure one?

See 'Will there be any other support for my practical project as part of the programme?' in the next section.

Is attending the face-to-face meetings compulsory?

Developing a network of Partners is a key element of Carnegie Library Lab. Attendance is required. We ask that applicants endeavour to keep **13 and 14 June 2018** free to attend the initial residential meeting.

The cost of travel and accommodation will be covered but we are unable to provide financial

compensation to libraries for staff time. The initial two-day meeting will be designed so that travel can occur on the 13 and 14 June.

There will be two further one-day meetings between June 2018 and November 2019. If you have any concerns about attending the face-to-face meetings please do not hesitate to contact us.

Developing my idea

How long do I have to develop my practical project?

We expect Partners to enter into a three-month project development phase on receipt of funding. This will enable them to further scope their project and obtain buy-in from key partners and staff.

After this period of time Partners will have up to 15 months to complete their projects. Our external evaluators will help you draft an evaluation framework and review your progress.

How much time will I need to spend implementing my innovative idea?

The amount of time you spend on implementing your project will depend on the scale and scope of your idea.

As your idea will enhance the library service, the intention is that you will deliver it as part of your everyday work. You should discuss with your line manager and Head of Service a realistic and mutually agreeable amount of time to spend implementing your idea. Some of the funding can be used as a contribution towards staff costs.

Please note that your idea should be something that is deliverable in 15-18 months. As part of the programme there will be a three-month project development phase. During these three months we expect Partners to work with their mentors to finalise their aims, outcomes, evaluation framework and timetable for delivery; begun procuring any relevant equipment; and be ready to deliver their project, in addition to engaging with the online learning. Mentors will be asked to visit Partners at their library during this period.

How much funding is available to develop my project?

We ask that applicants provide an indication of costings in their application form. Applicants can apply for £5000 to £15,000. The amount of funding made available will be determined on a case-by-case basis by the [Advisory Group](#).

Can the funding be used to cover staff time?

Some of the £5000-£15,000 can be used as a contribution towards staff time. However, as the idea will enhance the library service, we anticipate that you will spend more time on the project than that covered by Carnegie funding. In the application form you will be asked approximately how many hours you plan to cover with the funding and how many non-funded hours you will spend on your project.

Does the project have to involve collaborating with another organisation?

Carnegie Partners are not required to collaborate with another organisation or agency (other than the Trust). However, applications involving collaborative working with other agencies, including with different libraries or non-library organisations will be welcomed where these can show the benefits

of a collaborative approach. You will need to provide evidence that your intended partner supports the proposed project and would be willing to get involved should funding be secured.

Will there be any other support for my practical project as part of the programme?

One of the benefits of being a Carnegie Partner is the opportunity to engage with a mentor outside your own organisation. The mentor will assist you to develop and implement your innovative idea. Mentors will also engage with some of the online learning, visit your project on two occasions and attend part of the face-to-face meetings.

You can nominate a mentor in your application. This might be someone with experience of a similar project in another place or in a different sector, or someone who you trust with relevant experience. You can nominate a mentor that you have not met. You are not required to nominate a mentor and [Advisory Group](#) will help secure mentors for successful applicants.

Can I apply to extend and develop an existing project or do I have to come up with a new idea?

The Carnegie UK Trust will accept applications that aim to enhance an existing project. Applicants must make clear the way in which any funding received would add value to the existing project and allow for additional or extended activities.

I have part-funding for an idea that I would like to develop that is relevant to your criteria. Will the Carnegie UK Trust match this to allow me to complete the project?

The Carnegie UK Trust is happy to part-fund a project with existing partners. The maximum sum we could provide is £15,000. Applicants must provide details of partner funding secured and evidence to demonstrate that the funder is willing to share learning from the project with their application form.

If the project is already in progress, applicants must make clear the way in which any funding received would add value to the existing project and allow for additional or extended activities.

Evaluation

Why do I have to submit a report to the external evaluator with data on project progress and impact?

Carnegie Partners will be asked to provide data to inform an interim and final report to the external evaluator, incorporating a range of qualitative and quantitative data that reflect on the learning programme and project progress and impact.

The evaluator will support programme participants to develop criteria to ensure the data and information generated will be helpful for them. The data to be provided by project leaders will vary depending on the nature of the supported projects.

The reports will also assist the external evaluator in writing up individual project evaluations and an overarching evaluation report, highlighting the common themes and trends across the supported projects. Experiences and learning can then be shared with policymakers, funders and other practitioners.

Other

I have a query that hasn't been answered in the FAQs. What do I do?

If you have any further queries, please contact Rachel Heydecker:

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