International Advocacy Programme (IAP)

Second Call for Funding Proposals

# Proposal Template

|  |  |
| --- | --- |
| **Project Name** |  |
| **Requested budget from IFLA** |  |
| **1. Need** |  |
| **2. Goals** |  |
| **3. Expected outcomes** |  |
| **4. Outline of activity or activities**Example:1. Workshop (2 days): 20 participants, topic “libraries and development”
2. Develop posters
3. Training (1 day): 15 participants, topic “data collecting”
 |   |
| **5. Capacity (including logistics, materials, translations, etc.)** |  |
| **6. Support from relevant Associations or institutions\***Be sure to attach a Letter of Support from ALL participating Associations or Institutions |  |
| **7. Outline of how library community will be invited and plans for further actions** |   |
| **8. How will the activity be promoted?** |  |
| **9. Detailed budget**For example (connected to the outline of the activity or activities):1. Workshop
	1. Travel
	2. Accommodation
	3. Room
	4. Catering (food and drink)
	5. Printing, stationary
2. Develop posters
	1. Design
	2. Print costs
3. Training
	1. Costs for trainer
	2. Travel costs trainer and participants
	3. Room
	4. Training materials
	5. Catering (coffee/tea/cookies)
 |  |
| **10. Impact and measurement** |  |
| **11. Applicant information**1. Association name
2. Address
3. Country
4. Phone number
5. Contact person name and position in this project
6. Contact person email address
 |  |
| **12. Bank Information** |

|  |
| --- |
| Name of account holder: |
| Address of account holder: |
| Account number: |
| Name of bank: |
| Address of bank: |
| IBAN code |
| Full BIC/SWIFT code and routing number for international transfer: |
| Instructions: |
|

 |

\*A letter from the proposed host institutions or library associations should be included, outlining how they will support the activity, description of facilities, and responsibility for financial payments and logistics.