

Money for libraries to make them better



Easy read booklet

What this booklet is about



We are **Arts Council England**. We pay for arts and culture in the UK. We also give money to Libraries.



The **Library Improvement Fund**, or **LIF** pays for work that needs to be done on Libraries

The money pays for things like buildings and furniture.

It might also pay for things like computers.



We call this **capital expenditure**.

What LIF are trying to do



When we spend LIF money, we are trying to

- ✓ Make libraries work in lots of different ways
- ✓ Make it easier for everyone to use computers
- ✓ Help the people who live near the library
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- ✓ Get more people to use the library
- ✓ Make libraries more environmentally friendly.



Who can apply for LIF money



You can apply for **LIF** money if you are a local authority or Council that looks after libraries



One local authority must act as the **lead organisation** and send us the application.

Other organisations can be partners, but the local authority has to send us the application.



If more than one organisation are working together, they must have a **partnership agreement**

You can read about [partnership agreements on our website](#)



Who can't apply for LIF money

You can't apply for **LIF** money if you



x Are only one library part of a bigger group of libraries

x Are not open to the public



x **Academic** libraries, like school or university libraries

x If you are a community managed library and not working with the local authority



x If you don't own the building that the library is in.

What can you apply for?



- ✓ You can apply for £50,000 up to £499,999
- ✓ You don't need to find anyone else to give you money
- ✓ We don't mind if you do find someone else to give you money. We think this is a good idea.
- ✓ You need to have been given the money before you hire anyone to start building work.
- ✓ The work you want to do must start between 1 March 2023 and 1 June 2023
- ✓ It must finish before 31 March 2026

Activity we can support



We can support

- ✓ Projects that help a library building to last longer
- ✓ Buying furniture, computers or vans and cars to help the library do its work
- ✓ Help more people get into and use the library, like [changing places](#) toilets.
- ✓ Work that helps the library to be better for the environment
- ✓ Paying for **professionals** to help you do the work
- ✓ **Tax** that you can't get back later

Activity we cannot support



You cannot use **LIF** money for

- x Anything not on your **balance sheet**
- x Anything you bought or hired before we gave you the money
- x Day to day repairs to the building
- x Any costs that you normally pay for yourself
- x Research
- x Architect drawings **before RIBA stage 3**
- x Anything you plan to sell or throw away
- x Your normal costs, like staff or bills
- x Buying new land or buildings

What to think about before you apply

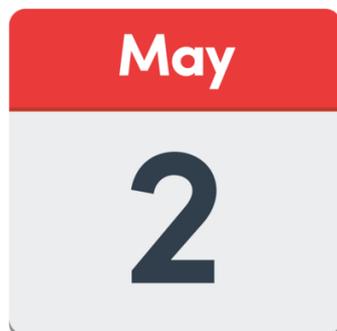


Before you apply for LIF money you should think about

- ✓ How the money will affect your library and work you do - while the work is happening and afterwards
- ✓ Find out everything you need to before you start the work
- ✓ Find out if there are any **risks** to your project – for example do you have neighbours who might be upset or do you have everyone's **permission**
- ✓ Work out your **budget** and **timetable**
- ✓ Do you need money from anywhere else and what happens if you don't get the money?
- ✓ What will you do if it ends up being more expensive?
- ✓ How will it affect the **environment**?

How to apply

You must apply for the funding [online](#).



You need to apply for LIF money in two stages

Stage 1 **Expression of Interest** or **EOI**

This form opens at **9am** on **2 May 2022** and must be sent by **12pm** on **27 June 2022**.



Projects that we think have a good chance of getting the money will be asked to send in a **Full Application**

Stage 2 **Full Application**

The form opens at **9am** on **13 July 2022** and must be sent by **12pm** on **13 September 2022**.



Before you apply, you must make a **user account** and **applicant profile** on our online system.

It can take up to **10 working days** to approve your profile.

Make sure you create your **user account** with plenty of time before the application.



How to get help



You can get help with the form from our Customer Services Team. You can talk to the team about other things too.

You can get in touch by email

enquiries@artscouncil.org.uk



artscouncil.org.uk/contact-us

More help on answering the questions is in the **full guidance for applicants.**

You can find it on our website



artscouncil.org.uk/LIF