
APPENDIX H- REQUIREMENTS FOR INDIVIDUAL OR GROUP CONTINUING EDUCATION PROJECTS



Idaho libraries may apply for grants to support individual employee, or group continuing education activities (CE). **CE activities must be specific to library programs and/or services, address one or more of the priorities for LSTA identified on page 11 & 13 of this grant kit, and have a clear benefit identified for the library patron/end user.**

Each of the 3 types of CE grant projects has an application form that can be found at

<http://libraries.idaho.gov/ce-grants> and in the Application Forms section of this Guide.

Applying library employees are required to contact the Commission for Libraries Continuing Education Consultant for specific information on the application process, timeline, and eligibility of the proposed project.

In order for the applicant library to receive reimbursement for appropriate CE expenses, each participant must respond to evaluative questions provided in this document and copied in the grant application forms. Also be aware that a follow-up survey will be conducted looking for long term results.

NOTE: Library employees leaving the library profession and/or the state of Idaho before the completion of grant obligations forfeit all rights to funds awarded through these grants.

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LY PLANNED STAFF AND TRUSTEE DEVELOPMENT FOR INDIVIDUALS/GROUPS *(A group consists of 6 or more trustees and/or staff.)*

Grants to support individual or group activities to meet an identified need that is consistent with purposes for LSTA and the Board of Library Commissioners' strategic issues for library development *(see Table 1 on page 11)*.

- A. Libraries may make application throughout the year on a special form. The completed application must be received by the Commission for Libraries at least 45 days before the date of the proposed activity.
- B. The applicant must include a copy of the announcement for the activity and an agenda with their grant application.**
- C. Grant funds will be paid to the library after completion of the activity and upon receipt of an evaluation and request for reimbursement.
- D. Project budget:
 1. Minimum LSTA grant award is \$500; maximum per individual award is \$900. Maximum group activity award is \$5,000.
 2. Total project budget must include at least 25% local or non-federal funds.
($\$6,667$ project total = $\$5,000$ LSTA funds + $\$1,667$ match)
($\$1,200$ project total = $\$900$ LSTA funds + $\$300$ match)

2. **FIRST-TIME ATTENDANCE AT LIBRARY CONFERENCE**

Grants to support a library employee or trustee for first time attendance at a major state, regional, or national library conference held outside a 50 mile radius of the library of employ, and the conference is consistent with the purposes for LSTA (*see Table 1 on page 11*).

- A. Libraries may make application throughout the year on a special form. The completed application must be received by the Commission for Libraries at least 45 days before the date of the proposed activity.
- B. The applicant must include a copy of the conference announcement and an agenda with their grant application.**
- C. Grant funds will be paid to the library after completion of the activity and upon receipt of an evaluation, Financial Report and Request for Reimbursement that includes receipts for transportation, registration, and lodging.
- D. Project budget
 - 1. The LSTA award will cover an amount in excess of \$250 for conference registration, lodging and airfare or mileage, up to the maximum of \$900.
 - 2. Local match covers all additional costs of attending the conference.

3. **SUPPORT OF FORMAL LIBRARY SCIENCE COURSES**

Grants to support the participation of an employee of an Idaho publicly-funded library in university or college library science courses consistent with the purposes for LSTA. (*see Table 1 on page 11*).

- A. Libraries may make application throughout the year on a special form. The completed application must be received by the Commission for Libraries at least 45 days before the beginning of the course.
- B. Library employees are eligible for four grant opportunities:
 - 1. ALA – Accredited Masters Degree Program in Library Science
 - 2. Education Media Generalist Endorsement
 - 3. Formal Library Science Courses for Professional Development
 - 4. LSSC – ALA associated Library Support Staff Certification program
- C. Each grant will reimburse a minimum of \$250, up to \$1,000 per semester for tuition and course material expenses with the applicant library/employee providing a 25% match. Applicants may apply for one of the four opportunities identified in 3B. per semester. A maximum cumulative total for all four opportunities will not exceed \$6,000 per employee, per life time.
- D. Grant funds are paid on a reimbursement basis to the library upon receipt of the Reimbursement Request, Financial Report, and employee transcript for the granted course/s, receipts for tuition and materials, and an evaluation by the employee responding to the questions provided on the grant agreement.
- E. Applicants receiving scholarships will be reimbursed for allowable registration and materials costs over and above those costs covered by the scholarship, minus the 25% match required through this program, up to a maximum of \$1,000.
- F. For the MLS program, the employee must receive a grade of B or better for each course for which reimbursement is requested. The Educational Media Generalist Endorsement and Professional Development grantees must receive a grade of C or better.