

## **CE Grant Evaluation & Reimbursement Request for LSTA-Funded CE Grants**

We hope your CE event was well worth your time and energy. Please help ICfL collect evaluation and expenditure data from your LSTA-funded event to enable our organization to adequately report back to the Institute of Museum and Library Services, the federal agency who provides us with the LSTA funding each year.

Below, you will find a description of our reimbursement process and required evaluation questions. Please note, all reimbursement and evaluation paperwork must be submitted by the deadline outlined in your grant agreement to maintain the terms of your agreement (see page 2 of your grant agreement for your specific grant report deadline). The deadline to submit your reimbursement/evaluation paperwork is approximately 30 days following the end of the CE event for which you were awarded grant funding.

### **GRANT REIMBURSEMENT & EVALUATION PROCESS:**

Once the event has concluded, the grantee must submit the following information to ICfL to receive reimbursement (your customized LSTA Financial Report Form was included in your grant agreement packet):

1. A completed and signed [Grant Evaluation and Request for Reimbursement Form](#) via online Jotform, which includes:

- responses to the narrative questions
- upload of your customized LSTA Financial Report Form - complete Section 2: "Actual Expenses."
- upload of copies of correlating receipts for expenses.
- For LSC/LDA grants: upload of a copy of the participants' course grade/s from the institution who offered the course, if applicable

### **SIX-MONTH FOLLOW-UP PROCESS:**

Six months after the completion of your library conference, ICfL staff will alert you that your grant follow-up report is due. This report and sharing allows ICfL staff to learn about how new information or skills have been implemented, the lessons that have been learned and the stories that illustrate their impact. To preview this report, please review the *Six-Month Follow-Up Grant Report* that will be submitted online via Jotform.

### **QUESTIONS?**

If, after reviewing these Jotform documents and the material supplied here, you still have questions about these processes, please do not hesitate to call ICfL's Grants Officer at (208) 334-2150 or by email at [LibGrants@libraries.idaho.gov](mailto:LibGrants@libraries.idaho.gov).