Continuing Education Grants

from the Idaho Commission for Libraries

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What We'll Cover Today...

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- Purpose of CE Grants
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History of ICfL Grants

- Funding of CE Grants – Annual "Grants to States" funding from the Institute of Museum & Library Services (IMLS) through the Library Services and Technology Act (LSTA) fund.

- State Budget Cuts in 2010/2011 = Loss of LSTA Competitive Grants after 2012. Only CE Grants remain.

- Other Grants you may hear of….School Library Access Mini-Grants - State funded grants for books through the Read To Me Team (talk to Stephanie Bailey-White if interested).

Purpose of CE Grants

- Through continuing education opportunities, the Idaho Commission for Libraries assists Idaho libraries in building capacity to better serve their clientele.

- Idaho libraries may apply for grants to support an individual employee or group continuing education activities. Primary purpose is for library staff to gain new tools, resources or skills; not primarily for presentation purposes.

LSTA CE Grant Requirements

- CE activities must be specific to library programs and/or services.

- CE activities must address one or more of the LSTA Priorities.

- Applicant library must be in compliance with IDAPA 30.01.01 - "Idaho Commission for Libraries Governing the Use of Commission Services (Rules 020-023)" – see LSTA Grant Guide.

- Applicant library must agree to the terms of federal certifications regarding Civil Rights, Debarment, and Lobbying.

- CE activities must support an identified need that is consistent with one of ICfL's three strategic issues for library development as identified in ICfL's Idaho State Plan 2013-2017.

- Applicant library must be in good standing with ICfL programs, meeting their participation, funding and reporting requirements as agreed upon with ICfL Project Coordinators/Consultants.

Types of CE Grants

- 1st Time Conference Grants - to support a library employee or trustee for first-time attendance at a major state, regional or national library conference.

- Library Science Course (LSC) Grants - to support a library employee to attend university or college-level library science courses or other professional development opportunities.

- Group Training Grants - to support group continuing education or training activities for staff and/or trustees. A library, a group of libraries or a consortium may apply.

More on 1ˢᵗ Time Conference Grants

- Most popular! <u>Limited to 1 grant per individual per state fiscal year.</u>

- Conference must be held outside a 50 mile radius of the library of employ.

- Maximum amount - $900. Minimum amount - $250

- <u>No Local Match</u> Required (but often library DOES have expenses still due to exceeding max amount)

- Pre-Conference fees, meals, and airport shuttle or taxi fees are NOT eligible conference expenses.

- Airline baggage fees are allowable expenses - limited to one bag fee traveling to the event and one bag fee traveling from the event.

More on LSC Grants

- LSC opportunities include: ALA-Accredited Masters Degree Program in Library Science, Education Media Generalist Endorsement, ALA-Associated Library Support Staff Certification program or single library science courses

- Maximum amount - $1,000 per semester. Minimum amount - $250 per semester. Cumulative Maximum not to exceed $6,000 per employee/per life time.

- 25% Local Match IS required. This Match is calculated on the Total Event Cost, NOT on the Grant Award Amount Requested.

- For example: Total Event Cost: $1,500; Local Match Amount Required (25% of $1,500): $375 (Actual Match = $500); Grant Award Request Amount: $1,000

More on Group Training Grants

- This grant is designed to meet the needs of large-group CE activities and partnership among libraries is encouraged. School Districts and Consortiums can apply.

- Maximum amount - $5,000. Minimum amount - $500.

- 25% Local Match IS required. This Match is calculated on the Total Event Cost, NOT on the Grant Award Amount Requested.

- For example: Total Event Cost: $6,667; Local Match Amount Required: $1,667; Grant Award Request Amount: $5,000

Pre- and Application Process

- Step 1:Visit and spend some time on the ICfL CE Grants web page: http://libraries.idaho.gov/lsta. Review the LSTA Grant Guide to learn more about each type of grant & allowable expenditures. This is a companion guide to the grant applications.

- Step 2: Review the LSTA Eligibility Checklist with your Library Director to make sure you can meet requirements.

- Step 3: Speak with our CE Consultant, Shirley Biladeau, about your event and intention to attend/participate, even if your event is listed. This step is required.

Pre- and Application Process
(continued)

- <u>Step 4</u>: Review the "Pre-Approved Library Events List." If your event is NOT on the event list, complete the "Library Event Request Form" found at: http://libraries.idaho.gov/icf-funding-libraries

- <u>Step 5:</u> Review the new online grant application that applies to your event. Gather all the needed info as this form does NOT allow you to "Save and Return." Submit your application electronically by clicking on the "Submit" button at the end of the app.

Common Application Mistakes

- *Submitting (or asking to submit) the application after the deadline.

- *Submitting the old, paper application.

- *Answering Question #3 on the application in terms of yourself and not in terms of the end user or patron.

- Incorrectly adding Estimated/Anticipated Expenses.

- Completing the W-9 for the individual and not for the organization (i.e. library or city).

Reimbursement/Evaluation Process

- Reimbursement Request Form
- Evaluation Narrative Responses
- LSTA Financial Report Form
- Attach Receipts
- Common mistakes:
  - *Not including actual receipts for each reimbursable expenditure or using internal reimbursement paperwork or a PO request as a receipt.
  - Including reimbursement request for non-allowable expense
  - Not completing reimbursement request by deadline stated in grant agreement or thinking the school district or city clerk's office is handling the paperwork

Six-Month Grant Follow-Up

A few weeks before scheduled 6-month follow-up, we will send you an email reminder, the Adobe Connect url and set-up directions, and the follow-up form with narrative and Transfer of Knowledge questions.

Participants from same conference will most likely be grouped together for the same webinar.

This has been helpful for participants, who learn from their peers, as well as for ICfL staff, who hear about far-reaching impact.

Recent Changes

- CE Grant Application Process now online using Jotform software with email submission.

- Benefits: Copies of submitted information will be sent to the applicant; More stream-lined/faster process overall.

- Original signatures on application will be replaced with electronic signatures. Grant agreement will still require an original signature and be completed through the mail.

Upcoming Events/Opportunities

- ALA – San Francisco– June 25-30, 2015 – Deadline: May 1st.
- PNLA – Vancouver, WA – August 5-7, 2015 – Deadline: June 15.

- Idaho Community Foundation's Eastern Region Competitive Grant Cycle and new Futures Fund for school funding is currently open – Deadline is April 1st – SW Region cycle is open May 1st-July 1st - don't forget to apply as there are 2 library-specific funds that will be awarding funding this cycle!

Questions????

Contact Information

- **Kristina Taylor**, Grants Officer, 334-2150 or kristina.taylor@libraries.idaho.gov

- **Shirley Biladeau**, CE Consultant, 334-2150 or shirley.biladeau@libraries.idaho.gov

Thank You for attending!