ICfL Continuing Education Grant Guide

July 1, 2017 – June 30, 2018

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I.   ICfL and LSTA Overview

The Idaho Commission for Libraries (ICfL) is an independently managed Idaho state agency. Originally established in 1901 as the Idaho State Library, ICfL works to fulfill our mission of assisting libraries to build their capacity to better serve their communities. ICfL's work revolves around library development. We work with the library directors, staff, and trustees of Idaho's publicly funded libraries to provide library services that meet the changing information needs of Idaho's citizens. Library Services and Technology Act (LSTA) funds assist ICfL in meeting our mission across the state of Idaho through annual grant funding from the Institute of Museum and Library Services' (IMLS) Grants to States program. A portion of our LSTA funding is used to support libraries and their staff through Continuing Education (CE) Grants each year. To date, ICfL has awarded $568,382 to 633 grantees in CE Grants since 1998.

II.　　LSTA Grant Requirements for CE Grants

Idaho libraries may apply for grants to support individual employee, or group continuing education (CE) activities throughout the year. To be eligible to apply, the library and the proposed activity must meet the following requirements:

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

2) CE activities must address one or more of the *LSTA Priorities* – see Appendix A.

3) Applicant library must be in compliance with IDAPA 30.01.01 - "LSTA Eligibility Requirements" – see Appendix B.

4) Applicant library must agree to the terms of federal certifications regarding Civil Rights, Debarment, and Lobbying (included in each Grant Agreement) – see Appendix C.

5) CE activities must support an identified need that is consistent with one of ICfL's four goals for library development as identified in ICfL's *Idaho LSTA 5 Year Plan 2018-2022*:

    1) Build the institutional capacity of libraries to better serve their communities.
    2) Support the role of libraries in preparing Idahoans to be college and career ready.
    3) Ensure equitable access to information and library services for Idahoans with disabilities, those in rural communities, English-language learners, people living in poverty and other underserved communities.
    4) Support the role of libraries in economic and employment development.

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

III.   CE Grant FAQ's

A few questions are asked frequently when applying for a CE Grant from ICfL:

Who is the grantee? Libraries will be the Applicants and become the Grantee of the CE grant. The individual staff member attending the conference, course or training will be the Participant/s. All grant agreements are made between the library (Grantee) and ICfL, not with the individual (or Participant).

Who receives the grant funds? As the library is the official grantee, the funds are reimbursed the library after completion of the activity. If the participant has personally paid for some grant-related expenses, he/she will need to request reimbursement from the library for those expenses.

What if the participant is no longer an employee of the library? Library employees (and their employing library) who leave the library profession and/or the state of Idaho before the completion of their grant obligations forfeit all rights to funds awarded through these grants. If the individual (or grant participant) leaves the employment of one Idaho library to become an employee of another Idaho library, the grant funds can still be reimbursed to the original library if the individual completes the CE Grant Evaluation and Request for Reimbursement Form.

Does the online grant application require a specific software or software download? No. To use the online grant application created in Jotform does not require you to have or to download Jotform as it is a web-based program. If you do have technical difficulties with the form or attaching documents to the form, please work with your local IT person or supervisor as they will understand your IT situation better than ICfL. If you are still having issues, please contact ICfL and we will work with you to make it possible for you to apply for a CE Grant.

What if my plans change and I can't attend the library conference or complete the library course? If the participant can no longer attend the conference or take or complete a library course, the participant must alert the Grants Officer at ICfL in writing immediately, with an explanation for the change. The Grants Officer will add this written notification to their grant file and de-obligate the funds to the grantee. This allows the funds to become available for additional grants to other Idaho library staff

Can grant funds be transferred to another library employee? The grant funds CANNOT be transferred to another library employee. The funds are awarded based on the specific responses to the application by the individual as well as the specific CE event and how it fills the need of a specific library or department.

IV. Grant Types & Requirement Descriptions

Currently, ICfL offers libraries and their staff four types of continuing education grants, to which they may apply throughout the year, as funds are available:

a. First-Time Conference Grants:

First-Time Conference Grants are designed to support a library employee or trustee to attend a library conference for the first time. The conference must be a major state, regional or national library conference that is held outside a 50-mile radius of the library of employment. After identifying the library conference you want to attend, contact ICfL's Continuing Education Consultant, Gina Persichini, to determine if your desired conference is an allowable event for this grant. Next steps are outlined below:

Specific Guidelines for 1st Time Conference Grants:

1) Application timeline:
The completed application must be received by ICfL, via online submission, 50 calendar days prior to the start date of the proposed conference. The application is an online application using the software called Jotform. The application should be accessed through the following link: http://libraries.idaho.gov/conference_grants. Please note, the application CANNOT be started and completed later so it is best to review the questions and gather your responses and documents beforehand. A pdf of the application will automatically be emailed to you and the supervisor listed on the application once submitted. In order to take advantage of early-bird conference deadlines, please submit the grant application as early as possible.

2) Eligible conference expenses:
First-Time Conference Grants will cover the following types of conference expenses: conference registration, lodging, airfare or mileage, and airport shuttle, taxi or public transportation fee. In addition, airline baggage fees are allowable expenses, though they will be limited to one bag fee traveling to the event and one bag fee traveling from the event.

3) Non-eligible conference expenses:
First-Time Conference Grants will NOT cover the following types of conference expenses: Pre-Conference fees, special speaker fees, award luncheons or dinners, meals/per diem for participant.

4) Grant award amount:
First-Time Conference Grants have a minimum award amount of $250 and a maximum award amount of $900. Local match by the library or the individual will need to cover all additional costs (above $900 grant amount) related to attending the conference **however there is no required match for this grant type**.

5) Grants per year:
Each participant is only eligible for one First-Time Conference Grant per state fiscal year (July 1 – June 30).

(See Section V of this guide for additional application process details.)

6) Reporting requirements:
Narrative and financial reporting to ICfL by the participant and library are required one month after the conclusion of the conference. Narrative and implementation reporting to ICfL by the participant are required six months after the conclusion of the conference.

(See Section VI of this guide for additional reporting process details.)

b. <u>Library Science Course (LSC) Grants:</u>

Library Science Course (LSC) Grants are designed 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.

Specific Guidelines for LSC Grants:

1) Application timeline:
The completed application must be received by ICfL, via online submission, 50 calendar days prior to the start date of the proposed course. The application is an online application using the software called Jotform. The application should be accessed through the following link: http://libraries.idaho.gov/course_grants. Please note, the application CANNOT be started and completed later so it is best to review the questions and gather your responses and documents beforehand. A pdf of the application will automatically be emailed to you and the supervisor listed on the application once submitted.

2) Eligible LSC opportunities:
Library employees are eligible for four LSC opportunities and may apply for one opportunity per semester:
- ALA – Accredited Masters of Library Science (MLS) degree program
- Education Media Generalist Endorsement
- Library Science Courses (LSC)
- ALA-Associated Library Support Staff Certification program (LSSC)

3) Eligible course expenses:
Library Science Course Grants will cover the following types of course expenses: course tuition fee, registration fee and books/materials fee.

4) Non-eligible course expenses:
Library Science Course Grants will NOT cover the following types of course expenses: meal/per diem if traveling for any part of the course.

5) Grant award amount:
LSC Grants have a minimum award amount of $250 and a maximum award amount of $1,000 per semester. A maximum, cumulative total for all four opportunities will not exceed $6,000 per employee, per life time.

(See Section V of this guide for additional application process details.)

6) Matching cost requirement:
LSC Grants require at least a 25% match from the library/grantee in non-federal funds. Local match by the library or the individual must be equal to or greater than 25% of the Total Project Cost, not 25% of the Grant Request Amount. Often, with library course grants, the local match far exceeds the required 25% match. See examples below:

Local Match Example #1: Total Project Cost: $3,500
                                Grant Request Amount: $1,000
                                Local Match Amount: $2,500 ($825 required - 25% of $3,500)

Local Match Example #2: Total Project Cost: $1,300
                                Grant Request Amount: $975
                                Local Match Amount: $325 (25% of $1,300)

7) Course grade requirement:
For the MLS, Educational Media Generalist Endorsement, LSC and LSSC grants, the employee must receive a grade of B or better for each course for which reimbursement is requested.

8) Reporting requirements:
Narrative and financial reporting to ICfL by the participant and library are required one month after the conclusion of the course. Narrative and implementation reporting to ICfL by the participant are required six months after the conclusion of the course.

(See Section VI of this guide for additional reporting process details.)

c.   Leadership Development Activity (LDA) Grants

Leadership is a key characteristic required by today's fast-paced, ever-changing work environment. Not only libraries, but communities at large, reap the benefits of having effective

leaders at any position. This grant supports a library employee to attend university or college-level leadership development courses or activities provided by Idaho institutions or organizations.

Specific Guidelines for Leadership Development Activity Grants:

1) Application timeline:
The completed application must be received by ICfL, via online submission, 50 calendar days prior to the start date of the proposed leadership development activity. The application is an online application using the software called Jotform. The application should be accessed through the following link: http://libraries.idaho.gov/leadership_grants. Please note, the application CANNOT be started and completed later so it is best to review the questions and gather your responses and documents beforehand. A pdf of the application will automatically be emailed to you and the supervisor listed on the application once submitted.

2) Eligible leadership development opportunities:
Here are some examples of current leadership development courses and/or cohorts in Idaho:
- Boise State University - BA in Multidisciplinary Studies or Leadership Program
- University of Idaho - Adult, Organizational Learning and Leadership
- College of Western Idaho - Leadership Courses
- Eastern Idaho Technical College - Leadership Courses I-IV
- Lewis Clark State College - Leadership Course
- Local Chamber of Commerce Leadership training.
- Exception: Pacific Northwest Library Association – PNLA Leads (Idaho is a member)

3) Eligible leadership expenses:
Leadership Development Activity (LDA) Grants will allow the following types of expenses: a) If traveling for the LDA: lodging, airfare or mileage, and airport shuttle, taxi or public transportation fee. In addition, airline baggage fees are allowable expenses, though they will be limited to one bag fee traveling to the event and one bag fee traveling from the event; b) Regardless of whether travel is involved for the LDA: tuition, registration and course material fees will be allowable expenses.

4) Non-eligible leadership expenses:
LDA Grants will NOT cover the following types of expenses: Pre-development activity fees, special speaker fees, award luncheons or dinners, meals/per diem for participant.

5) Grant award amount:
Each individual has up to $1,000 per semester or per leadership development activity, capped at a lifetime amount of $3,000.

(See Section V of this guide for additional application process details.)

6) Matching expense requirement:
LDA Grants require at least a 25% match from the library/grantee in non-federal funds. Local match by the library or the individual must be equal to or greater than 25% of the Total Project Cost, not 25% of the Grant Request Amount. See examples below:

Local Match Example #1: Total Project Cost: $2,000
Grant Request Amount: $1,000
Local Match Amount: $1,000 ($500 required - 25% of $2,000)

Local Match Example #2: Total Project Cost: $1,000
Grant Request Amount: $750
Local Match Amount: $250 (25% of $1,000)

7) Course grade requirement:
For activities which issue a participation grade, the participant must receive a grade of B or better for each course for which reimbursement is requested.

8) Reporting requirements:
Narrative and financial reporting to ICfL by the participant and library are required one month after the conclusion of the leadership activity. Narrative and implementation reporting to ICfL by the participant are required six months after the conclusion of the leadership activity.

(See Section VI of this guide for additional reporting process details.)

d. Group Training Grants:

Group Training Grants support the professional development needs of a group of library staff, a group of library trustees, a group of libraries or a library consortium. This grant is designed to meet the CE training needs of large groups. Partnership among libraries is encouraged.

Specific Guidelines for Group Training Grants:

1) Application timeline:
The completed application must be received by ICfL, via online submission, 50 calendar days prior to the start date of the proposed course. The application is an online application using the software called Jotform. The application should be accessed through the following link: http://libraries.idaho.gov/group_grants. Please note, the application CANNOT be started and completed later so it is best to review the questions and gather your responses and documents beforehand. A pdf of the application will automatically be emailed to you and the supervisor listed on the application once submitted.

2) Eligible training expenses:
Group Training Grants are a little more open in terms of what a library or library consortium might propose as the event could involve bringing a trainer to the library or having several staff members travel to the trainer/training. The grant will cover the following types of expenses: Speaker/trainer fee, lodging, airfare, and airport shuttle, taxi or public

transportation fee. In addition, airline baggage fees are allowable expenses, though they will be limited to one bag fee traveling to the event and one bag fee traveling from the event. Food costs for participants of the training if bringing a trainer to the library ARE allowable use of grant funds or this cost can be counted towards the library's required Match.

3) Non-eligible training expenses:
Group Training Grants will NOT cover meal/per diem if staff are traveling for any part of the training.

4) Grant award amount:
Group Training Grants have a minimum award amount of $500 and a maximum award amount of $5,000.

(See Section V of this guide for additional application process details.)

5) Matching cost requirement:
Group Training Grants require at least a 25% match from the library/grantee in non-federal funds. *Match can be a combination of In-Kind Match and Cash Match.* Local match by the library or the individual must be equal to or greater than 25% of the Total Project Cost, not 25% of the Grant Request Amount. See examples below:

Local Match Example #1: Total Project Cost: $6,667
Grant Request Amount: $5,000
Local Match Amount: $1,667 (25% of $6,667)

Local Match Example #2: Total Project Cost: $1,200
Grant Request Amount: $900
Local Match Amount: $300 (25% of $1,200)

6) Grants per year:
Each library or library consortium is only eligible for one Group Training Grant per state fiscal year (July 1 – June 30).

7) Reporting requirements:
Narrative and financial reporting to ICfL by the participant and library are required one month after the conclusion of the leadership activity. Narrative and implementation reporting to ICfL by the participant are required six months after the conclusion of the leadership activity.

(See Section VI of this guide for additional reporting process details.)

V.   CE Grant Application Process

Prior to applying for a CE grant, the potential participant or library is required to contact ICfL's Continuing Education Consultant, Gina Persichini, to discuss the proposed CE activity to ensure that the library and the proposed event are eligible. Once approved by the CE Consultant, the applicant library/participant must complete a CE Grant Application. ICfL now uses an online grant application form and paper applications will not be accepted. Grant-specific online applications forms and instructions can be found on our website at: http://libraries.idaho.gov/icfl-funding-libraries.

In general, the grant application process requires the following information from the applicant library and participant:

1. A completed online Grant Application, including a budget with anticipated expenses.
2. A completed LSTA Eligibility Checklist (Appendix B)

Once a completed grant application has been received, ICfL's Grants Officer moves the award documents through an approval and signature process internally and with the grantee's library director or school district personnel. The entire award/signature process can take up to two weeks, depending on staff availability on both sides. It is best to apply far in advance of early bird conference and course registration deadlines.

VI.   CE Grant Evaluation and Reimbursement Process

Once the CE event has concluded, the applicant library and participant must submit evaluation and financial documentation to ICfL to receive reimbursement for CE event expenses (i.e. the grant award amount). Grant-specific evaluation forms and instructions can be found on our website at: http://libraries.idaho.gov/icfl-funding-libraries.

In general, the grant reimbursement process requires the following information from the applicant library and participant:

1. A completed and signed CE Grant Evaluation and Request for Reimbursement Form, which includes several evaluation questions that require a brief narrative.
2. A completed LSTA Financial Report Form, with the Actual Expenses column filled in.
3. Copies of receipts of actual expenses for your CE activity such as: conference registration, lodging, airfare, mileage, tuition, course materials or training materials.

Processing time for grant reimbursements is approximately 15 business days. Please submit your Evaluation and Reimbursement paperwork through the online Jotform by the deadline stated on pg.2 of your Grant Agreement (approximately 30 days following the conclusion of your CE event).

Six months after the conclusion of your specific CE event, participants will be asked to complete a six-month follow-up grant report, focusing on the transfer or implementation of the knowledge gained from the CE event. Participants will also be asked share the information from this report with ICfL staff and other library staff who attended similar events, through a live webinar session via Adobe Connect. ICfL staff will prompt participants via email communication when this form is due and when the webinar will take place. This report form can be found on our website at: http://libraries.idaho.gov/icfl-funding-libraries.

If you have any questions, please do not hesitate to call our Continuing Education Consultant or our Grants Officer at 800-458-3271 (toll-free long distance) or (208) 334-2150.

VII.   CE Grant Recourses & ICfL Contacts

ICfL website: http://libraries.idaho.gov

CE Grants page on ICfL website: http://libraries.idaho.gov/icfl-funding-libraries

Grants Officer contact info: jamie.mott@libraries.idaho.gov
                                                  (208) 639-4164 or (208) 344-2150

CE Consultant contact info: gina.persichini@libraries.idaho.gov
                                                  (208) 344-2150

APPENDIX A – LSTA Priorities

1) Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individual's needs for education, life-long learning, workforce development, and digital literacy skills;

2) Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services;

3)
   a. Providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and
   b. Enhancing efforts to recruit future professionals to the field of library and information services;

4) Developing public and private partnerships with other agencies and community-based organizations;

5) Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;

6) Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line applicable to a family of the size involved;

7) Developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and

8) Carrying out other activities consistent with the purposes set forth in Section 212, as described in the State library administrative agency's plan.

APPENDIX B – IDAPA 30.01.01: LSTA Eligibility Requirements

1. **GENERAL ELIGIBILITY REQUIREMENTS FOR PUBLIC, SCHOOL, ACADEMIC, AND SPECIAL LIBRARY APPLICANTS.**

In addition to applicant-specific criteria set forth in Subsections 020-02 and 020-03 of IDAPA 30.01.01 rule, any LSTA grant program library applicant or participant must meet the following eligibility requirements.

☐ A. The library is, or is part of, a non-profit institution or agency that receives substantial support from public tax revenues.

☐ B. The library has a current, written long range or strategic plan that is available in the library for review.

☐ C. The library consists of a specific, permanent space exclusively designated for providing library services.

☐ D. The library collects, provides, and coordinates access to library materials.

☐ E. The library serves its clientele free of charge.

☐ F. The library maintains regular and published hours of operation.

    i. Academic library: minimum of seventy-five (75) hours/week while school is in session.
    ii. Public library: minimum of twelve (12) hours/week, including some evening or weekend hours.
    iii. School library: minimum of six (6) hours/day while school is in session.
    iv. Special library: dependent upon mission.
List hours: _____

☐ G. The library employs an administrator who is responsible for the daily operations of the library.
List hours: _____

☐ H. The library has at least one (1) paid staff member on duty in the library during the hours the library is open.

☐ I. The library has an operable phone within the place set aside for the library and an e-mail address.
Phone number: _____ *E-mail address:* _____

☐ J.   The library loans its materials to other Idaho libraries without charge.

☐ K.   The library provides training opportunities for its staff.

☐ L.   The library offers computer access, including Internet access, for its clientele, and has a policy that addresses acceptable use.

2. ADDITIONAL ELIGIBILITY REQUIREMENTS FOR SCHOOL AND ACADEMIC LIBRARY.

In addition to the criteria set forth in Subsection 020.01 of IDAPA 30.01.01 rule, any LSTA grant program school or academic library applicant or participate must also meet the following requirements:

☐ A.   The school is on the State Department of Education's current Accreditation Summary Report.

☐ B.   The school district employs a certificated media generalist.

☐ C.   The academic institution is accredited by the Northwest Commission on Colleges and Universities.

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3. ADDITIONAL ELIGIBILITY REQUIREMENTS FOR PUBLIC LIBRARIES.

In addition to the criteria set forth in Subsection 020.01 of IDAPA 30.01.01 rule, any LSTA grant program public library applicant or participant must also meet the following requirements:

☐ A.   The library is established and operating in compliance with Title 33, Chapter 26 or Title 33, Chapter 27, Idaho Code.

☐ B.   The library does not charge a fee to any resident of its legal service area for any basic library service. Basic library services include:
 i. Access during posted operating hours to library collections and the Internet.
 ii. Circulation of library materials, regardless of format.
 iii. Access to interlibrary loan services. Postage charges for interlibrary loans are assumed by the library, not the user.
 iv. Reference services, regardless of format.

☐ C.   The library has a completed "Idaho Public-District Library Annual Statistical Report" for the preceding fiscal year accepted by, and on file at, the Commission.

☐ D.   The library maintains a website that provides current information about, or access to, its services including:
 i. Library name
 ii. Library address – both mailing address and street address, if different
 iii. Library phone number
 iv. E-mail address or contact form, or both
 v. Hours of operation

vi.   Names of library board members
vii. Link to online catalog, if the library has one
viii. Link to LiLI Portal or to the LiLI Databases and the LiLI Unlimited statewide catalog with the "funded by LiLI" icon
ix.   Description of library services

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4. LIBRARY CONSORTIUM APPLICANTS

Any LSTA grant program library consortium applicant or participant must have a formal organizational structure with at least the following elements in place:

☐ 1. Name - A name for the consortium.
☐ 2. Identification Number - A tax identification number or an employer identification number (EIN) for the consortium.
☐ 3. Membership List - A list of all the members.
☐ 4. Governance Structure - A representative governance structure and the name or names of the individuals with leadership roles and responsibilities identified.
☐ 5. Funding Mechanism - A sustaining funding mechanism supported in part by local funds from the members involved.
☐ 6. Plan. - A current, written long range or strategic plan approved by the members and available for review.
☐ 7. Agreement or By-Laws. A cooperative agreement or by-laws of the organization signed by each member.
☐ 8. Policies and Procedures. Policies and procedures for services, such as reciprocal borrowing, shared circulation, materials delivery, and cooperative collection development.
☐ 9. Addition or Withdrawal of Members. Procedures for adding members to, and withdrawing members from the consortia.

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5. NON-LIBRARY ENTITIES

Any LSTA grant program non-library entity applicant or participant must:

☐ 1. Registered Non-Profit. Be a non-profit corporation registered with the Idaho Secretary of State under the Idaho Non-profit Corporation Act (Title 30 Chapter 3, Idaho Code); and
☐ 2. Tax Exempt. Have tax exempt status under Internal Revenue Code, 26 U.S.C. Section 501(c)(3) or be tax-exempt as a governmental units or publicly supported organization under Internal Revenue Code, 26 U.S.C. Section 509(a)(1)

APPENDIX C – Federal Certifications

In order to receive federal grant funds, the applicant library must agree to the terms of pertinent federal certifications. The certifications described below are referenced within the narrative of each grant agreement (see Secion 4.L.). The "subgrantee" referenced in these federal certifications is the applicant library which is awarded the CE grant by ICfL. By signing the grant agreement, the applicant library is agreeing to the terms of the certifications. The complete certifications can be viewed by clicking on the hyperlinked title of each certification:

- **CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS –** Once signed, this certifies that the subgrantee has not used federal funds to pay to influence an officer or employee of any agency in the connection with the awarding of a federal contract or grant.

- **CIVIL RIGHTS CERTIFICATION –** Once signed, this certifies that the subgrantee will comply with all civil rights laws including equal employment opportunity laws.

- **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION –** Once signed, this certifies that the subgrantee, or anyone with whom the subgrantee may contract in respect to the grant, is not named on a government list as being debarred or suspended from receiving federal funds.