



## Preparation for Grant Application

We recommend you preview or print out the full grant application and gather the necessary information to complete it in one sitting. The application CANNOT be saved and completed later.

If you have questions about the application or need additional guidance, please contact the Grants Officer at (208) 334-2150 or [LibGrants@libraries.idaho.gov](mailto:LibGrants@libraries.idaho.gov).

**Please Note: If approved for funding, this grant application will also serve as the contract/grant agreement for each grantee. (See Section II b. below for details.)**

# LSTA Continuing Education Grant from ICfL

## Group Training Grant

### (Grant Application for all library types)

All Group Training Grant Applications must be submitted at least 30 calendar days prior to the training start date. Grants are awarded to the library, not to the individual participant. The grants funds will be distributed as a reimbursement for eligible expenses incurred by the employees' participation in a group training event. Group Training Grants may not be used for repeat attendance at a conference.

### Program Overview

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:

- A. Build the institutional capacity of libraries to better serve their communities.
- B. Support the role of libraries in preparing Idahoans to be college and career ready.
- C. 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.
- D. Support the role of libraries in economic and employment development.

### I. Grant Eligibility

- Applicant may be a single Idaho library or a consortium.
  - Participants may include staff or trustees from multiple libraries.
  - All participants must take part in the same learning.

- 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.

### **II a. Grant Requirements**

Approved grant applicants will:

- Adhere to all program guidelines in the CE Grant Guide.
- Incur eligible grant expenses through the final date of the CE event. Any expenses incurred after that date are ineligible for reimbursement.
- Submit the request for reimbursement and report within 30 days after the last day of the CE event.
- Submit the grant follow-up report within 6 months after the last day of the CE event.
- Keep receipts and records relating to the grant for a period of 3 years after the submission of the 30 day report.
- Let ICfL staff know of any issues changing the ability of the applicant to participate in or complete the CE event.

### **II b. Grant Requirements**

In an effort to streamline the process for micro-grants, this grant application will also serve as a contract/grant agreement for the selected libraries. You will receive an official award letter if selected.

This program is brought to you by the Idaho Commission for Libraries and was made possible, in part, by the Institute of Museum and Library Services grant number LS-246156-OLS-20.

Please review the following agreements and select all to which you can comply. Note, if you cannot agree to all of these statements, please be aware that your library/school will therefore not be eligible to apply for these grant funds. If you have questions about these statements or need additional information about the federal assurances, please contact Annie Gaines, Project Coordinator, or Jamie Mott, Grants Officer.

### **Check the boxes that apply below: \***

By applying to this grant, the Library/School agrees to meet the program requirements outlined above and published on the ICfL website at: <https://libraries.idaho.gov/continuing-education/ce-grants/>.

By applying to this grant, the Library/School agrees to expend funds received for the purposes outlined in the application.

By applying to this grant, the Library/School agrees to comply with the federally mandated assurances enumerated in the Civil Rights Certificate, Debarment/Suspension Certificate, Lobbying Certificate, Uniform Grant Guidance 2 CFR Part 200 -Subpart E, and are compliant with the Idaho Commission for Libraries' LSTA eligibility requirements – IDAPA 30.01.01 - as they relate to the acceptance and use of funds for this Federally-assisted project, including but not limited to, the Library Services and Technology Act and governing regulations. (Please see: <https://libraries.idaho.gov/wp-content/uploads/Federal-Certification-Forms-added-Lobbying.pdf>)

I certify that I have the authority to submit this application on behalf of the Library/School.

I certify that the statements herein are true, complete and accurate to the best of my knowledge.

I certify that my Library/School will maintain grant records and receipts for three years after the end of the grant period. Grant period will end 30 days after end of CE event. Records must be available upon request.

## Contact Information:

**1) Name of Applying Library, Libraries, or Consortium: \***

**2) Name of the Primary Point of Contact for this project: \***

First Name

Last Name

**3) Position title of person listed above: \***

**4) Phone Number of person listed above: \***

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**5) E-mail of person listed above: \***

example@example.com

**6) Library Mailing Address: \***

Street Address

City

Postal / Zip Code

## Section 1 - Grant and Application Requirements

**1) Please verify that you have completed the following: \***

I have reviewed the CE Grant Guide found on the ICfL website and understand the grant requirements and process details

I have discussed this Continuing Education event with ICfL's Continuing Education Consultant.

I understand the grant requires a 25% match to the project cost (not the grant request amount).

I have discussed this application with my immediate library supervisor (or equivalent) and he/she approves of my application for these grants funds.

I have reviewed the eligibility requirements with my library director/supervisor.

**Section 2: Grant Details:**

**1) Name of the Group Training Event: \***

**2) Location of the Group Training Event: \***

**3) Provide a brief description of the Group Training Event: \***

**5) Event start date: \***



Month    Day    Year

**6) Event end date (note that the required reports are due 30 day and 6 months after this date): \***



Month    Day    Year

### **Section 3: Budget**

In this section you will provide information regarding your estimated expenses to implement the Group Training event you have described. The budget table provided in this application lists allowable grant cost categories. Maximum grant award is \$5,000; There is a 25% grant match requirement (that is 25% of the total expenses, not 25% of the grant award amount).

**1) Estimated Allowable Grant Expenses for this CE Event. (In general, the least expensive travel mode is preferred):**

	<b>Estimated Amount</b>	<b>Source for Estimate/Explanation</b>
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**Speaker/Trainer Fee**

**Lodging**

**Airfare**

**Airfare Baggage Fees**

**Other Transportation Fees**

**Mileage (\$0.535 / mile)**

**Books, Materials or Related Fees**

**Event Food costs for training**

**Indirect Costs (see 1A)**

**2) Grant Request Amount (not to exceed \$5,000; cannot exceed 75% of Total Estimated Expenses): \***

**3) Anticipated Local Grant Match Amount (25% of Total Estimated Expenses is required as grant match, by either the library or the individual): \***

## **Section 4: Impact Statement**

Library Services and Technology Act (LSTA) funds are federal funds awarded to the Idaho Commission for Libraries annually by the Institute of Museum and Library Services (IMLS). The funds are governed by the purposes and priorities set forth by the US Congress, in conjunction with the Office of Management and Budget's (OMB) Uniform Grant Guidance, for allowable uses of federal funds. ICfL's CE Grants utilize LSTA funds and must address one of the LSTA Priorities in order to be eligible for these grant funds.

**1) This Group Training Event addresses the LSTA priority as stated in 20 U.S.C. 9141, "provide 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." \***

Yes

No

**2) This Group Training Event addresses the Idaho Commission for Libraries LSTA Goal to "build the institutional capacity of libraries to better serve their communities." \***

Yes

No

**3) What training need is being met by this Group Training Event? Describe the knowledge or skills gap of staff that will be closed as a result of the training. \***

**4) Describe the learning objectives of the training and the qualifications of the instructor/provider to deliver them. \***

**4) CE Grants funded by LSTA are meant to ultimately benefit the library's end users. What target audience(s) will you be focusing on while attending this Group Training Event? How will that target audience benefit from your newly acquired knowledge and/or skills? \***

## **Section 5: Application Certifications & Signatures**

**After completing the event, the participant agrees to apply learned knowledge and skills to the improvement of services to library users, complete an evaluation with the initial funding reimbursement request, and complete a second evaluation 6 months after completing the training to share examples of how knowledge/skills were implemented as a result of the learning. \***

Yes

No

By typing your name below, you are electronically signing this application and certifying that all the information provided on this application is true and accurate to the best of your knowledge. After signing, click the Submit Button.

A copy of the application will be emailed to the applicant. If approved, an award letter will be sent to the applicant.

### **Electronic Signature \***

Name of Applicant

