

# CONTINUING --- EDUCATION

## Grant Guide

July 1, 2021 – June 30, 2022





## TABLE OF CONTENTS

<b>ICfL and LSTA Overview.....</b>	<b>3</b>
<b>CE Grant Resources &amp; ICfL Contacts .....</b>	<b>3</b>
<b>Key Terms.....</b>	<b>3</b>
<b>LSTA Grant Requirement for CE Grants .....</b>	<b>4</b>
<b>CE Grant Application Process.....</b>	<b>5</b>
<b>Application Review and Notification .....</b>	<b>6</b>
<b>Grant Evaluation and Reimbursement .....</b>	<b>6</b>
<b>CE Grant Timeline .....</b>	<b>7</b>
<b>Grant Types &amp; Requirement Descriptions .....</b>	<b>7</b>
<b>First-Time Conference Attendance Grants.....</b>	<b>8</b>
<b>Library Science Course (LSC) Grants .....</b>	<b>9</b>
<b>Leadership Development Activity (LDA) Grants.....</b>	<b>10</b>
<b>Group Training Grants.....</b>	<b>11</b>
<b>CE Grant FAQs .....</b>	<b>12</b>
<b>Appendix A – Federal Certifications .....</b>	<b>14</b>

## ICfL and LSTA Overview

The Idaho Commission for Libraries (ICfL) assists libraries to build their capacity to better serve their communities. The ICfL Continuing Education program works with library directors, staff, and trustees of Idaho’s publicly funded libraries to build their knowledge and skills for delivering up-to-date library services. The ICfL utilizes Library Services and Technology Act (LSTA) grant funds through the Institute of Museum and Library Services (IMLS) to support improving library services to users through continuing education of library workers. To date, ICfL has awarded \$744,128 to 795 grantees in CE Grants since 1998.

## CE Grant Resources & ICfL Contacts

ICfL website:	<a href="http://libraries.idaho.gov">http://libraries.idaho.gov</a>
CE Grants page on ICfL website:	<a href="https://libraries.idaho.gov/continuing-education/ce-grants/">https://libraries.idaho.gov/continuing-education/ce-grants/</a>
Grants Coordinator:	LibGrants@libraries.idaho.gov (208) 639-4164 or (208) 344-2150
CE Consultant contact info:	Annie Gaines annie.gaines@libraries.idaho.gov (208) 639-4151 or (208) 344-2150

## Key Terms

<b>Applicant</b>	The publicly-funded library applying for the grant award.
<b>Participant</b>	Individual(s) receiving the educational content. The participant must be a trustee or paid employee of the applicant library.
<b>LSTA</b>	Library Services and Technology Act. The federal program through which ICfL receives funding for the CE grant program. LSTA is a program of the Institute of Museum and Library Services (IMLS).
<b>IMLS</b>	Institute of Museum and Library Services. The federal agency that awards LSTA funds to ICfL for administering in the State of Idaho.

## LSTA Grant Requirements for CE Grants

Idaho libraries may apply for grants to support individual 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](#).
- 3) Applicant library must comply with IDAPA 30.01.01 - "LSTA Eligibility Requirements" – found on the CE Grants website at <https://libraries.idaho.gov/grants-funding/grant-eligibility/>
- 4) Applicant library must agree to the terms of federal certifications regarding Civil Rights, Debarment, and Lobbying (included in each Grant Agreement) – see Appendix A.
- 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](#):
  - 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.
- 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.
- 7) Applicants should acknowledge the grant funding source, the Institute of Museum and Library Services, in grant reports, news releases, newsletters, and other publicity sources.

# CE Grant Application Process

To apply for CE Grant funds, follow these steps:

<b>Step 1</b>	Read & Understand Grant Requirements	<p>Read this CE Grant Guide with attention to:</p> <ul style="list-style-type: none"> <li>• Requirements for all CE grants,</li> <li>• Purpose and requirements specific to the grant category for the project being considered, and</li> <li>• Steps required for application, reimbursement, evaluation, and follow up activities.</li> </ul> <p>Grant applications should be based on an existing need that will benefit the library's users.</p>
<b>Step 2</b>	Preapplication Consult	<p>Individuals considering application for CE grant funds are required to contact the ICfL CE Consultant for:</p> <ul style="list-style-type: none"> <li>• Review of basic grant requirements,</li> <li>• Support in drafting an effective application narrative, and</li> <li>• Invitation to apply.</li> </ul> <p>Even those that have previously been awarded a CE grant must contact the CE Consultant. Note that CE Consultant's invitation to apply does not guarantee a grant award.</p>
<b>Step 3</b>	Review Eligibility Requirements	<p>Libraries must comply with the LSTA Eligibility Requirements, listed on this page:  <a href="https://libraries.idaho.gov/grants-funding/grant-eligibility/">https://libraries.idaho.gov/grants-funding/grant-eligibility/</a></p>
<b>Step 4</b>	Draft Application	<p>Applications are submitted using an online form that must be completed in one sitting. It is recommended that applicants prepare draft answers to application questions prior to submitting the form.</p> <p>PDF samples of the online applications can be found on the <a href="#">CE Grants webpage</a>.</p>
<b>Step 5</b>	Apply	<p>Each grant category has a unique application form. Using the correct form is necessary for consideration of an application.</p> <p>Forms for applications and supporting documentation can be found on the website for each grant category, which are found on the <a href="#">CE Grants webpage</a>.</p>

## CE Grant Timeline

Application due	At least 30 calendar days prior to event start
Application review	Within 10 business days of receipt of application
Notification of award/decline	Within 10 days of completed application review
Award packet sent to applicant	Within 10 days of approval
Reimbursement and Evaluation	Within 30 calendar days after completion of CE event
Follow Up Evaluation	6 months after completion of CE event

## Application Review and Notification

When an application is submitted, it is reviewed by ICfL staff. Staff review:

- Grant requirements,
- Budget estimate and local match (if applicable),
- Application narrative responses, and
- Purpose of proposed use of funds.

If the application meets all requirements and conditions, the grant is recommended for funding and routed internally for final approval by the Idaho State Librarian.

After the grant is approved by the State Librarian, the applicant is notified, and the complete award packet is sent to the applicant.

The review, recommendation, and approval process may take up to two weeks depending on staff availability.

## Grant Evaluation and Reimbursement

Upon conclusion of the CE Event for which funding was awarded, the participant must submit the reimbursement request. Forms can be found online at <https://libraries.idaho.gov/continuing-education/ce-grants/> by following the links for the Grant Category awarded.

### Reimbursement

The applicant library must submit the reimbursement request approximately 30 days after completion of the event. Reimbursement includes:

- CE Grant Evaluation and Request for Reimbursement online form which includes long-form, narrative evaluation questions,
- LSTA Financial Report Form with the Actual Expenses identified, and

- Copies of receipts of actual expenses (examples: event registration, lodging, airfare, mileage, tuition, course materials or training materials).

Processing grant reimbursements takes approximately 15 business days.

### **Six-Month Follow-Up**

The six-month follow-up report collects additional narrative information from the participant which the ICfL uses to report to grant-funding agencies. The report should include information on the transfer of knowledge and skills in the workplace resulting from the continuing education event. Participants are asked to share examples of how they have improved library services for users and shared information with coworkers since acquiring new knowledge and skills.

ICfL staff will prompt participants by email to request the Six-Month Follow-Up Grant Report approximately six months after the conclusion of the CE event.

## **Grant Types & Requirement Descriptions**

The four CE Grant categories available for application are:

1. First-time conference grants,
2. Library Science Course grants,
3. Leadership Development grants, and
4. Group Training

Each is described in more detail in the following pages.

## First-Time Conference Grants

The First Time Conference Grant is designed to provide an opportunity for library workers and trustees to attend regional or national library conferences for the first time, fulfilling an identified professional development need for the participant and their role in the library. Participants are limited to one First Time Conference Grant during each State Fiscal Year (July-June).

### To qualify:

- It must be the participant's first time attending the conference.
- The conference must be at least 50 miles away from the participant's library.
- Applications are due at least 30 calendar days prior to the start of the conference.

### Award Details

Minimum Award	\$250
Maximum Award	\$900
Local Match	None, but library or individual must cover expenses in excess of the maximum award
Eligible Expenses	<ul style="list-style-type: none"> <li>• Conference registration</li> <li>• Preconference registration</li> <li>• Lodging</li> <li>• Airfare or mileage</li> <li>• Airline baggage fees, limited to one bag fee in each direction of travel</li> <li>• Airport shuttle, taxi, or public transportation fees</li> </ul>
Non-Eligible Expenses	<ul style="list-style-type: none"> <li>• Special speaker fees</li> <li>• Award luncheons or dinner</li> <li>• Meals/per diem for participant</li> <li>• Tips for transportation, hotel cleaning, etc.</li> <li>• Social functions associated with conference</li> </ul>

### 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.



## Library Science Course (LSC) Grants

The Library Science Course grant opportunity supports the achievement of an MLS or other library certification which requires formal training. It cannot be used for non-library related courses or degrees. This grant supports a library worker to attend university or college-level library science courses or other professional development opportunities such as an ALA-Accredited Master’s Degree in Library Science, Education Media Generalist Endorsement, ALA's Associate Library Support Staff Certification program, or other credit-bearing LIS courses.

- Applications are due at least 30 calendar days prior to the start of the course.

Minimum Award	\$250
Maximum Award	\$1,000
Local Match	25% of total project cost
Limitations	Participant limited to one award per semester/quarter and \$6,000 lifetime maximum. Independent study students will work with the CE Consultant to define the beginning and end date of their studies in the application.
Eligible Courses	<ul style="list-style-type: none"> <li>• Courses from ALA-accredited library and information science Masters programs in the United States.</li> <li>• Education Media Generalist Endorsement courses</li> <li>• Undergraduate courses in library and information science</li> <li>• Courses in the <a href="#">ALA-APA Library Support Staff Certification (LSSC)</a> program</li> <li>• Courses in the <a href="#">ALA-APA Certified Public Library Administrator (CPLA)</a> program</li> </ul>
Eligible Expenses	<ul style="list-style-type: none"> <li>• Course tuition or registration</li> <li>• Books, materials, or related fees</li> </ul>
Non-Eligible Expenses	<ul style="list-style-type: none"> <li>• Meals/per diem for participant</li> <li>• Travel to on-site course activities</li> </ul>
Grade Requirement	Participant must receive a grade of B (including B+, B, B-) or better to receive reimbursement for eligible expenses. If a course is only offered pass/fail or otherwise ungraded, a passing grade is allowable.

### 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.

## Leadership Development Activity (LDA) Grants

The Leadership Development Activity grant supports a library employee to attend leadership development courses or activities provided by Idaho institutions or organizations to build leadership capacity of library staff so they can better serve their communities.

- Applications are due at least 30 calendar days prior to the start of the event.

Minimum Award	\$250
Maximum Award	\$1,000
Local Match	25% of total project cost
Limitations	Participant limited to one award per semester and \$3,000 lifetime maximum.
Suggested Courses	<ul style="list-style-type: none"> <li>• Undergraduate or graduate level courses at one of Idaho’s publicly-funded colleges or universities</li> <li>• Local Chamber of Commerce Leadership training</li> <li>• PNLA Leads</li> </ul>
Eligible Expenses	<ul style="list-style-type: none"> <li>• Course tuition or registration</li> <li>• Books, materials, or related fees</li> <li>• Lodging</li> <li>• Airfare or mileage</li> <li>• Airline baggage fees, limited to one bag fee in each direction of travel</li> <li>• Airport shuttle, taxi, or public transportation fees</li> </ul>
Non-Eligible Expenses	<ul style="list-style-type: none"> <li>• Meals/per diem for participant</li> <li>• Pre-development activity fees</li> <li>• Special speaker fees</li> <li>• Award luncheons or dinners</li> <li>• Tips for transportation, hotel cleaning, etc.</li> </ul>
Grade Requirement	If graded, the participant must receive a grade of B or better to receive reimbursement for eligible expenses. If a course is only offered pass/fail or otherwise ungraded, a passing grade is allowable.

### 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.

## Group Training Grants:

Group Training grants are designed to provide the opportunity for library staff to receive group training on a specific topic. Training may include bringing a trainer to the library or sending several participants to a training event. Group Training Grants may not be used for repeat attendance at a conference.

- Applicant may be a single library or a consortium.
- Participants may include staff or trustees from multiple libraries.
- All participants must take part in the same learning.
- Applications are due at least 30 calendar days prior to the start of the training event.

Minimum Award	\$500
Maximum Award	\$5,000
Local Match	25% of total project cost
Limitations	Applicant limited to one award per state fiscal year (July – June)
Eligible Expenses	<ul style="list-style-type: none"> <li>• Speaker/trainer fees</li> <li>• Lodging</li> <li>• Airfare or mileage</li> <li>• Airline baggage fees, limited to one bag fee in each direction of travel</li> <li>• Taxi or public transportation</li> <li>• Books, materials, or related fees</li> <li>• Airport shuttle, taxi, or public transportation fees</li> <li>• Food costs (if training is held on site at applicant library)</li> </ul>
Non-Eligible Expenses	<ul style="list-style-type: none"> <li>• Meals/per diem for participants (if traveling to an event outside the applicant library)</li> <li>• Tips for transportation, hotel cleaning, etc.</li> </ul>

### 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.

## CE Grant FAQs

Frequent questions and their answers regarding CE Grants 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 to the library after completion of the activity. If the participant has personally paid for some grant-related expenses, they 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 on the website JotForm.com 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.

### **How do I calculate match?**

If a 25% match is required for the grant, estimate the total cost of the project. Total project cost includes all costs associated with completing the continuing education event. Meal costs, even when not eligible for grant award, may be used as local match.

Multiply the total costs by .25 to determine the local match amount.

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)

**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 workers.

**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 needs listed in the application by the individual as well as the specific CE event and how it fills the need of a specific library or department.

*This document last reviewed June 2021.*



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## APPENDIX A – 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 Section 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.

- **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.

The complete certifications above can be viewed at [this link](#).