

# CONTINUING --- EDUCATION

## Grant Guide

October 15, 2022 – June 30, 2023





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## 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 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 [LSTA 5-Year Plan 2023-2027](#) ~~[Idaho LSTA 5-Year Plan 2018-2022](#)~~:
  - A. Build the institutional capacity of libraries to best serve their communities.
  - B. Strengthen the role of libraries and library staff as community educators and community connectors.
  - C. Ensure equitable access to information and reading materials through direct service to Idahoans..
  - D.
- 6) Applicant library must be in good standing with ICfL programs, meeting their participation, funding, and reporting requirements as agreed upon with ICfL staff.
- 7) Applicants should acknowledge that CE grants are administered by the ICfL with funding from 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>
<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
- 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. The reimbursement form includes:

- CE Grant Evaluation and Request for Reimbursement online form which includes long-form, narrative evaluation questions and a financial report form.

- A place to upload 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. Awarded libraries are asked to submit this report 6-months after the event.

## **Grant Types & Requirement Descriptions**

The four CE Grant categories available for applicants are:

1. First-time Conference Grants
2. Library Science Course Grants
3. Leadership Development Grants
4. Group Training Grants

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	\$1,125
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	\$1,250
Local Match	25% of total project cost
Limitations	Participant limited to one award per semester/quarter and \$7,500 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	Can include, but are not limited to: <ul style="list-style-type: none"> <li>• Courses from ALA-accredited library and information science master’s degree 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	\$1,250
Local Match	25% of total project cost
Limitations	Participant limited to one award per semester and \$3,750 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.

## 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 ICfL grants officer 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 September 2022.*

This project is made possible by a grant from the U.S. Institute of Museum and Library Services

## **APPENDIX A – Federal Certifications**



This program is brought to you by the Idaho Commission for Libraries (ICfL) and was made possible by the Institute of Museum and Library Services.

Applicants receiving federal grant funds administered by the ICfL must agree to comply with the following federal assurances and certifications.

**Nondiscrimination**

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations:

- A. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d et seq.), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order No. 13166, the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant’s programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003);
- B. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq. including §794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. part 1170 in determining compliance with section 504 as it applies to recipients of Federal assistance);
- C. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 16811683, 1685–1686), which prohibits discrimination on the basis of sex in education programs;
- D. The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age; and
- E. The requirements of any other nondiscrimination statute(s) which may apply.

**Debarment and Suspension**

The applicant shall comply with 2 C.F.R. part 3185 and 2 C.F.R. part 180, as applicable. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- A. Are presently excluded or disqualified;
- B. Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. §180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- C. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. §180.800(a); or
- D. Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation.

The applicant is required to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The

applicant is also required to communicate the requirement to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

### **Prohibition Against Lobbying, Publicity, and Propaganda**

In accordance with Federal appropriations law, no funds provided through this grant or contract may be used for publicity or propaganda purposes for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government. No IMLS funds may be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body.

### **Certification Regarding Lobbying Activities**

For applicants entering into a grant or cooperative agreement in excess of \$100,000 (as required by 31 U.S.C. § 1352), the applicant certifies to the best of his or her knowledge and belief that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- C. The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S.C. § 1352.

### **Trafficking in Persons**

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. §7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency under which funds are to be provided to a private entity shall include a condition that authorizes the Federal agency (IMLS) to

terminate the grant, contract, or cooperative agreement, or take other authorized actions, if the grantee or any subgrantee, or the contractor or any subcontractor, engages in, or uses labor recruiters, brokers, or other agents who engage in trafficking in persons, the procurement of a commercial sex act, the use of forced labor, or acts that directly support or advance trafficking in persons.

**Internet Safety**

The applicant shall comply with Idaho Code 33-2741, if applicable. If Federal funds are used to purchase computers used to access the internet or to pay for direct costs associate with accessing the internet, the authorized representative provides assurances that the applicant is in compliance with 20 U.S.C. § 9134(f), which sets out standards relating to internet safety for libraries that do not receive services at discount rates under § 254(h)(6) of 47 U.S.C.