

## Continuing Education Grant Guidelines

Continuing education grant funds are made available to library personnel and trustees to promote their educational experiences and to improve library services.

1. Grants may be awarded for workshops, conferences, meetings, classes, or another event not sponsored by NEKLS that is related to the applicant's job or professional development. Both Kansas and out-of-state programs are eligible for grants including.
  - Tuition grants for for-credit courses are limited to individuals pursuing a Masters of Library Science degree or college credits for school librarian certification. A maximum of \$250 per credit hour up to 6 hours per semester with an annual limit of up to \$1500 per applicant.\* A copy of the enrollment billing statement must accompany the application.
  - Grants for a non-credit course will cover enrollment up to \$250 per course with an annual limit of up to two courses per applicant. Applicants should explain how a course(s) applies to their role as library personnel or a library trustee. A copy of the enrollment billing statement must accompany the application.
  - Grants for in-state workshops or conferences may cover registration and lodging. A copy of workshop or conference registration and lodging reservation must accompany the application.
  - Grants for out-of-state events may cover registration and/or lodging as budget allows. Amount granted will take into consideration matching amounts by an applicant's library.
2. First priority will be given to those qualified applicants who have never before received a NEKLS continuing education grant. Second priority will be given to those qualified applicants who have not received a grant during the preceding twelve months. When requests for grants exceed available funds, criteria for grants will include the relevance of the program, and the willingness and ability of the applicant or applicant's library to pay some or all of the program costs.
3. Grants will be awarded until all fund allotments are disbursed. Checks will be mailed to approved applicants on the day of the next regularly scheduled monthly Executive Committee Meeting following approval of the application.
4. When possible, applications should be submitted to the System office 30 days in advance of attendance dates.
5. Grant decisions will be made by NEKLS according to the grant guidelines. Applicants will be notified via email as soon as possible after the decision is made.
6. If grant funds are received and the applicant is unable to attend the funded activity, the grant funds must be reimbursed to the System.

\* Note: Annual limit can start at any time of the year, and applies to the following 365 days.