

**Professional Development/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 will be awarded for workshops, conferences, meetings, classes, or any other 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:

* A maximum of $250 per credit hour up to 6 hours per semester with an annual limit of up to $1500.\* A copy of the enrollment billing statement should accompany the application. Tuition grants are limited to Masters of Library Science classes or college credits for school librarian certification or re-certification.
* Grants for non-credit classes will cover enrollment.
* Grants for in-state workshops or conferences may cover registration and lodging.
* 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 System PD/CE 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.



**Professional Development/Continuing Education Grant Application**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of grant request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reimbursement check should be payable to: \_\_\_\_ individual \_\_\_\_ library

Conference, class or workshop title(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date(s) and location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments on how this event will benefit you and/or your library:

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Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Signature verifies applicant has been approved by supervisor to participate in this grant program.)*

Please attach a program brochure, billing for tuition or other supporting documents and email to Laura DeBaun (ldebaun@nekls.org) **and** Lisa Miller (lmiller@nekls.org). Alternately, mail to the NEKLS office: 4317 W. 6th Street, Lawrence, KS 66049.