



Continuing Education Scholarship Guide

July 2019 - June 2020



This project was made possible by funding from the federal [Institute of Museum and Library Services \(IMLS\)](#) under the provisions of the Library Services and Technology Act (LSTA).

State Library of North Carolina CE Scholarship Guide

July 2019 - June 2020

CE Grant Resources & SLNC LSTA Grant Contacts

SLNC website: <https://statelibrary.ncdcr.gov/>

CE Grants page on SLNC website: <https://statelibrary.ncdcr.gov/ld/continuing-education>

Grants Contact: lsta@ncdcr.gov

CE Consultant contact info: Lauren Clossey (lauren.clossey@ncdcr.gov; 919-814-6791)

Key Terms

Applicant: The publicly-funded library applying for the grant award. Use the parent institution name. For example, Cameron Village Library would apply under Wake County Public Libraries.

Participant: Individual(s) receiving the educational content. The participant must be an employee or trustee of the applicant library.

Library Director: The head of the participant's library institution.

Authorizing Official: The person at the institution that is able to accept federal grant funds on the institutions behalf. This person is generally a county or city manager, governing board chair, dean, or CFO. In most cases the library director is NOT the authorizing official.

LSTA Library Services and Technology Act: The federal program through which the State Library of NC (SLNC) receives funding for the CE grant program. LSTA is a program of the Institute of Museum and Library Services (IMLS).

IMLS: Institute of Museum and Library Services. The federal agency that awards LSTA funds to SLNC for administering in the State of North Carolina.

Continuing Education (CE) Scholarship Grant Information & Procedures

-Continuing Education grants are designed to provide library staff with opportunities to attend regional or national library conferences or continuing education opportunities which fulfill identified professional development needs for the participant and their role in the library.

-County, municipal, and all academic libraries will be eligible for **up to two (2) CE scholarships per year**. Regional library systems will be eligible for **up to four (4) CE scholarships per year**.

-Participants are **limited to one (1) CE scholarship per year**.

State Library of North Carolina CE Scholarship Guide

July 2019 - June 2020

-Applications will be accepted on a **first come, first served basis**.

-Funding is disbursed on a reimbursement basis.

Maximum Continuing Education Awards:

In-state conference: Up to \$1000

Out-of-state conference: Up to \$2500

Eligible Expenses:

-Conference/CE Event registration (Pre-conference registration fees are NOT eligible)

-Lodging

-Airfare or mileage; rental car fee

-Airline baggage fees, limited to one bag fee in each direction of travel

-Airport shuttle, taxi, or public transportation fees

**Applicant/participants must cover expenses in excess of the maximum award. Meals/per diem are NOT eligible for reimbursement.*

Procedures:

-Applications must be submitted online and a completed budget table is required with each application.

-Applications are due by 5:00 p.m. on whichever due date (**September 1, December 1, March 1, and July 1**) is most appropriate for the event.

-SLNC staff reviews the application for completeness and alignment with LSTA priorities and gives selected participant information to the State Librarian of North Carolina. Grants recommended for funding are subject to final approval by the State Librarian of North Carolina.

-SLNC notifies applicants of the decision within thirty days of the due dates (**September 1, December 1, March 1, and July 1**) and sends out a grant agreement for signatures.

-The SLNC will enter an agreement with the employee's library and the executed agreement will be sent to the library by LSTA staff.

-The complete award packet is sent to the applicant for signature and includes instructions for reimbursement and evaluation. The grant recipient submits financial receipts, an evaluation, and claim form to the SLNC within 30

State Library of North Carolina CE Scholarship Guide

July 2019 - June 2020

days of the completion of the event.

Applicant Eligibility:

-The participant must be employed by a state-aid eligible public library, a community college library, a UNC system library, which includes libraries serving AHECS, or a North Carolina Independent Colleges & Universities member library in North Carolina.

-Library systems are limited to **two (2) CE scholarships per year**. Regional library systems are limited to **four (4) scholarships per year**.

-Scholarship applications must address how attending the specified CE event/conference will meet one or more of the LSTA priorities. (See the [SLNC LSTA 5-Year Plan](#) for priority listing). Please note that applications should describe how the learning taking place at the event or conference will specifically impact your work and the services that your library provides. "Networking", while valuable, is not a sufficient justification for attending a continuing education event or conference.

-Participants are limited to one CE Conference Grant during each State Fiscal Year (July-June). Grant awards are for up to \$1,000 for in-state conferences/events and \$2,500 for out-of-state conferences/events.

-Grant funds may be used for registration, lodging, airfare, rental car, or mileage, airport shuttle/parking, airline baggage fees (1 bag each way), and public transportation.

-Grant funds may not be used for pre-conference fees, travel insurance, special speaker/event fees, award lunches or dinners, meals/per diem for the participant.

-Applications are due by the corresponding due dates: **September 1, December 1, March 1, and July 1** at least **60** calendar days prior to the start of the conference or event.

-Applications submitted **6** months prior to the start of the event will not be awarded. Applications submitted 6 months prior will need to be resubmitted at the appropriate deadline.

Application Review and Notification:

Each submitted application is reviewed by SLNC staff. Staff will review:

- Grant requirements,
- Budget estimate,
- Application narrative responses, and
- Purpose of proposed use of funds.

State Library of North Carolina CE Scholarship Guide

July 2019 - June 2020

CE Grant Application Process

STEP 1	Grant Requirements	<p>Read this CE Grant Guide with attention to:</p> <ul style="list-style-type: none">• Requirements for all CE grants,• Purpose and requirements specific to the grant category for the project being considered, and• Steps required for application, reimbursement, evaluation, and follow up activities. <p>Grant applications should be based on an existing need that will benefit the library's users.</p>
STEP 2	Pre-application Consult (If-needed)	<p>Individuals considering application for CE grant funds are welcomed to contact the SLNC CE Consultant for:</p> <ul style="list-style-type: none">• Review of basic grant requirements,• Support in drafting an effective application narrative,• General scholarship questions.
STEP 3	Application Draft	<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>
STEP 4	Apply	<p>Use the online form to apply for a scholarship. Only completed applications will be considered for scholarships.</p> <ul style="list-style-type: none">• Sample Scholarship Application (please view before submitting an application)• Scholarship Application

State Library of North Carolina CE Scholarship Guide

July 2019 - June 2020

Sample Budget Table

	Estimated Amount	Source for Estimate/Explanation
Conference/Event Registration fee	\$400	Conference website
Lodging	\$800	\$200/ night for 4 nights on hotel website
Airfare	\$325	
Airfare baggage fee	\$50	\$25/bag departing and arriving www.aa.com/baggage
Airport-transportation fees	\$40	\$20 shuttle fee to and from airport www.rdu.com/shuttle
Rental car/fuel charges	\$0.00	
Mileage	\$0.00	<i>Provide mileage rate and miles if using</i>

Total of Estimated Allowable Expenses: \$

Grant Request Amount: \$

LSTA Scholarship FAQ

Frequent questions and their answers regarding Scholarship Grants from SLNC:

Who is the grantee?

Libraries will be the Applicants and become the Grantee of the CE grant. The individual staff member attending the conference/CE event will be the Participant/s. All grant agreements are made between the library (Grantee) and SLNC, 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, he/she will need to request reimbursement from the library for those expenses.

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/CE event, the participant must alert the Grants Officer at the SLNC 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 North Carolina library staff.

State Library of North Carolina CE Scholarship Guide

July 2019 - June 2020

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 responses to the application by the individual as well as the specific CE event and how it fills the need of a specific library or department.

What conferences or continuing education events are eligible for a scholarship?

All professional development opportunities that address library/community needs and meet LSTA priorities will be considered for a scholarship. These events are not limited to library-specific conferences or events and need for attendance at a continuing education event should be discussed in the application.