

NORTHEAST KANSAS LIBRARY SYSTEM
PROFESSIONAL DEVELOPMENT/CONTINUING EDUCATION
GRANT GUIDELINES

Continuing education grant funds are being made available for library personnel and trustees to promote their educational experiences designed 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 may be requested. A copy of the enrollment billing statement should accompany the application.
 - Grants for in-state workshops or conferences may cover registration and lodging.
 - Grants for non-credit classes will cover enrollment.
 - National conference registration and other expenses as budget allows. Amount granted will take into consideration matching amounts by applicant's library.
2. Grants will be awarded on a first come first served basis, 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.
3. When possible, applications should be submitted to the System office 30 days in advance of attendance dates.
4. 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.
5. Grant decisions will be made by the System Director according to the grant guidelines. Applicants will be notified via email as soon as possible after the decision is made. Payments will be ailed the third Thursday of the month.
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.

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GRANT APPLICATION

NAME: _____ DATE SUBMITTED: _____

ADDRESS: _____ HOME PHONE: _____

_____ WORK PHONE: _____

CURRENT POSITION: _____ EMAIL: _____

PLACE OF EMPLOYMENT: _____

AMOUNT OF GRANT REQUEST: _____

CONFERENCE, CLASS OR WORKSHOP TITLE:

DATE & LOCATION: _____

COMMENT ON HOW THIS PROGRAM, CLASS OR WORKSHOP WOULD BE
BENEFICIAL TO YOU OR YOUR LIBRARY:

SIGNATURE: _____ DATE: _____

SIGNATURE OF SUPERVISOR: _____
(FOR VERIFICATION OF AUTHORIZATION TO ATTEND PROGRAM)

PLEASE ATTACH A PROGRAM BROCHURE, BILLING FOR TUITION, OR OTHER
INFORMATION DETAIL AND SEND APPLICATION TO:

C.E. GRANT APPLICATION
Northeast Kansas Library System
4317 W. 6th
Lawrence, KS, 66049