

# 2018 Continuing Education (CE) Micro Grants

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- **Grant Amount:** up to \$1,500 per person
- **Eligibility:** Permanent staff and trustees of all West Virginia Public Libraries
- **Funding Period:** Continuing Education Activities occurring between October 1 – September 30
- **West Virginia LSTA Goal 2:** Facilitate Collaboration, leadership, and innovation in the library community
- **IMLS Focal Area:** Institutional capacity/Improve the library workforce
- **Application Deadline:** Rolling
  - Airfare requested: 2-months prior to the start of the CE activity
  - No airfare: 1-month prior to the start of the CE activity
- **Submit application and signature forms to:** [heather.s.campbell@wv.gov](mailto:heather.s.campbell@wv.gov)

## Section 1 – Library Information

Library Name:

Address (Street, City, State, ZIP):

Library Director:

Director Email:

Director Phone:

Is continuing education, training, or professional development a budgeted item in the library budget?

Yes\* If YES, list annual budgeted amount:

(For our planning purposes only. Your answer will not impact your application)

## Section 2 –Participant Information

Participant Name(s):

Participants Email(s):

Job Title(s):

**Job Description** (Duties/Responsibilities): *If needed, attach additional pages for additional staff or trustee members applying for the same CE activity; however, at the discretion of the Library Commission, and dependent upon available funding, the number of staff from a single institution may be limited to encourage a fair and wide representation of the library community. Preference will be given to applicants who have not received Library Commission CE Scholarships within the past 2 years.*

### Section 3 – CE Information

Continuing Education Activity:

Sponsor:

Date(s):

Location:

#### Budget Summary:

- LSTA Funds requested:
- Local Funds:
- Total

#### CE Summary – Please address the following for the group listed in Section 2

- Event Description
- Learning Outcomes
- Benefit to Library Customers
- Implementation/Sharing of Acquired Information

CE Activity Documents *Attach the program, agenda, and/or schedule. Indicate workshops or sessions to be attended, if applicable.*

## Section 4 – Budget

Project Budget & Narrative. *Whole dollar amounts only.* Fields do not auto-calculate. Enter TOTAL amounts. Double check math. Estimate costs and/or attach backup for confirmed costs (Google maps for mileage, airfare and registration printouts, conference or workshop brochures, etc.) Attach GSA hotel and per diem rates for the CE event location.

Budget Category	Description	LSTA Funds	Local Funds	Total
<b>Supplies/Materials</b>	Training Materials (specific to event)			
<b>Travel</b>	Airfare (lowest available)			
	Ground transportation			
	Parking			
	Lodging*			
	Meals*			
	Mileage (GSA rates)			
<b>Registration</b>	Registration fees			
<b>Totals</b>				

\* Not to exceed GSA rates. Do not include meals that are part of event registration costs.

**This grant opportunity is offered to libraries, not individuals.**

Grant amounts:

- Up to \$1,000 for out-of-state conferences or workshops
- Up to \$500 for in-state conferences or workshops

**Grant Documentation:** Submit the appropriate documentation of expenditures with the final financial narrative. Acceptable source documentation includes:

- Legible copies of receipts
- Legible copies of invoices
- Detailed printouts from the grantee’s fiscal software showing payment

The receipts/invoices/printouts must include the vendor name, date, quantity, unit cost, and an accurate description of the goods or services provided. The receipts/invoices/printouts items must be clearly mapped to the final financial narrative.

## Section 5 – Certifications

By checking the boxes, I agree that if my continuing education grant activity is funded, I will:

- Expend 100% of LSTA funds in the allowable cost categories as noted in the budget section and submit receipts/backup documentation.
- Ensure travel costs are reasonable and do not exceed GSA Rates, <https://www.gsa.gov>
- Complete the Instructional Program for Library Staff survey <https://airtable.com/shrMfyc8cy2dDHoRS>.
- Submit the final report and financial report 2-months after the event. All documentation must be in by October 15.
- Acknowledge IMLS as a source of project funding in all publicity.
- Retain all grant related documents, including copies of reimbursement requests and payments received, per federal retention schedules (through December 31, 2026 for Federal Fiscal Year 2018 Grants)

## Application Certification

WE, THE UNDERSIGNED, CERTIFY the project application named above will be the basis for the operation and administration of the project for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Library Commission.

Receipt of this application by the Library Commission does not guarantee that my library will be awarded a Continuing Education Micro Grant for the 2018 federal grant year.

Signature of Board of Trustees President

Signature of Library Director

Signature of Project Director

Submit application with all completed signature pages to [heather.s.campbell@wv.gov](mailto:heather.s.campbell@wv.gov).

Subject: Continuing Education Grant Application

## General Information

### Description

Continuing Education (CE) Micro Grants are meant for support training opportunities for the West Virginia Library Workforce and Trustees when local funds cannot finance the entire cost. This LSTA funded statewide program will serve to enhance the knowledge and skill level of those who offer or support library services to the citizens of West Virginia. Submit ONE application per activity.

CE opportunities include, but are not limited to, regional, state, and national workshops, pre-conferences, conferences, seminars, or other development programs offered by professional associations or other appropriate entities.

The Library Commission funds this program through the Library Services and Technology Act (LSTA) as administered by the Institute for Museum and Library Services (IMLS). IMLS does not allow use of LSTA funds in support of library management activities involving fundraising, advocacy, general marketing, or library design and construction. Training events with these themes will be considered INELIGIBLE for funding.

### Eligibility

This micro grant opportunity is available to permanent staff and trustees of West Virginia public libraries.

### Funding

All applications received by the due date will be considered for funding but are subject to the availability of federal funds. However, the submission of an application is not binding upon the applicant nor upon the Library Commission. *Applications requesting airfare less than 2 months prior to the CE activity will not be considered.*

### When/where is the application due?

Submit a signed and complete electronic copy of the application via email to [heather.s.campbell@wv.gov](mailto:heather.s.campbell@wv.gov). The Library Commission no longer requires hard copies of applications with original signatures, but you must retain the original document with your grant records, following LSTA retention schedules (FFY 18 grants: retain until December 31, 2026).

## Appeals Process

Applicant Libraries whose LSTA grant applications are denied funding may appeal for reconsideration. The applicant library should submit a letter of appeal in writing, including detailed reasons, facts, and the remedy sought, within 30 days from the date that the applicant was notified that their grant was denied funding. The LSTA Coordinator will review the appeal and provide recommendations to the Executive Secretary of the West Virginia Library Commission, who will respond as appropriate to the situation.

Send written appeals to:

West Virginia Library Commission  
LSTA Program  
1900 Kanawha Blvd. E., Culture Center  
Charleston, WV 25305

## Funding Periods

Applications may be submitted to the Library Commission no later than 2-months prior to the start of the Continuing Education Activity if airfare is requested; otherwise applications may be submitted no later than 1 month prior to the event.

## Prioritization of Funding

At the discretion of the Library Commission, and dependent upon available funding, the number of staff from a single institution who are funded may be limited to encourage a fair and wide representation of the library community. **Preference will be given to applicants who have not received a Library Commission Continuing Education scholarship within the past 2 years.**

## Budget Guidelines

Grant recipients are responsible for event registration, accommodation arrangements, and the timely payment of their vendors' invoices. Budget items must be allowable under federal and state law and federal OMB regulations.

Allowable costs include:

- Registration fees
- Transportation related to CE activity
- Mileage reimbursement at the library's designated rate or GSA rates, whichever is less
- Per Diem (lodging and meals not covered by registration fees)
- Hotel Internet connectivity fees ONLY if needed to conduct library business
- Supplemental materials required for CE activity-attach support documentation

## Reporting Requirements

A final report, including a narrative evaluation, participant surveys, and financial section is **required** and must be submitted **within 2 months of the end of the funded CE activity.**

## Example of the Application Rating Form

*Library Commission Use Only*

Grant Applicant

Initial Total Points

Project Title

FINAL Total Points

### Section 1: Did the applicant previously receive a scholarship grant?

5 Possible Points

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Initial Score

Final Score

**Points Criteria**

- 1 The Library received a scholarship grant this year (2018)
- 3 The Library received a scholarship grant last year (2017)
- 5 The Library has not received a scholarship in the past 2 years

Notes/Comments/Questions:

### Section 2: Library Representation

5 Possible Points

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Initial Score

Final Score

**Points Criteria**

- 1 The Library has three or more applicants
- 3 The Library has two applicants
- 5 The Library has one applicant

Notes/Comments/Questions:



### Section 3: Professional Development Narrative

10 Possible Points

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Initial Score

Final Score

**Points Criteria**

- 8-10 The applicant provided specific professional development goals for attending the event
- 5-7 The applicant provided general professional development goals for attending the event
- 1-4 The applicant provided vague professional development goals for attending the event
- 0 The applicant provided no professional development goals for attending the event

Notes/Comments/Questions:

### Section 4: Budget

5 Possible Points

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Initial Score

Final Score

**Points Criteria**

- 1 The budget is incomplete
- 3 The budget is vague or contains calculation errors
- 5 The budget is clear and appropriate

Notes/Comments/Questions:

### Section 5: Quality of Application

5 Possible Points

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Initial Score

Final Score

**Points Criteria**

- 1 The application is accurate
- 1 The application contains a learning goal
- 1 The application is complete
- 1 This is a new event for the applicant
- 1 The applicant was not late on previous materials

Notes/Comments/Questions: