

Libraries and library organizations in Washington State may be eligible to receive up to 75% reimbursement for the cost of sending individuals to outside training. Public libraries serving a population of less than 5,000 can receive 100%. Library organizations can receive up to $6,000 per calendar year, or $1,000 per person per year. Funding for grants comes from the Washington State Library's federal Library Services and Technology Act (LSTA) award.

You can find more about the Professional Development (PD) Grant application at [sos.wa.gov/q/pdgrants](http://sos.wa.gov/q/pdgrants) or by contacting [WSLgrants@sos.wa.gov](mailto:WSLgrants@sos.wa.gov). Two copies of the application are required: Mail a copy with original signatures, to the address below and send an electronic copy to [WSLgrants@sos.wa.gov](mailto:WSLgrants@sos.wa.gov). Keep a copy for your records.

**ALL** applications must be postmarked between **30 – 90 days** before the start date of the event.

**PD Grant Program**

**Washington State Library**

**PO Box 42460**

**Olympia, WA 98504**

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| **Part 1: Organization information**  District/Organization/System name Click to enter text Branch, if applicable Click to enter text  Mailing address Click to enter text  Statewide Vendor number Click to enter text  DUNS number Click to enter text  Tax ID number Click to enter text  **Contracting Authority**  Name Click to enter text Title Click to enter text  Email Click to enter text  Telephone Click to enter text  **Please indicate your understanding and conformance with the following:** | |
|  | Individuals covered by this grant are employed or utilized by this organization for 10 or more hours per week throughout the entire grant period (from application to claim payment). |
|  | You reviewed the LSTA priority(s) indicated by each individual and agree that this event supports those. |
|  | You understand that any funds obtained with this application may not be used in place of local funds. |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: Click to enter text. Date: date.

Click here to enter name.

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| **Part 2: Event information**  Event name: Click to enter text..  Website: Click to enter text.  Dates: Click to enter text.  Attending:  Conference  Seminar  Workshop  Pre-conference: Click to enter text.  Other: Click to enter text.  Total amount of grant requested: Click to enter amount  If information varies for different attendees from your organization, please make copies of this page for each. |

**Who is eligible?**

* Paid or volunteer staff that work a minimum of ten hours per week for the library.
* This includes everyone from managers to pages, even trustees and IT staff.

**PD Grants *may not* be used to fund attendance at:**

* Activities that do not comply with at least one of the seven LSTA priorities.

* General library conferences (WLA, WLMA, WALE, ALA, PLA, PNLA, ACRL, IFLA, etc.), except for qualifying pre-conferences.
* Conferences if only attending as a presenter
* Attendance at professional meetings such as ALA Midwinter
* Activities that do not directly lead to the development and delivery of programs and services to the end user (your patrons)
* CE events requiring out of country travel except in the case of travel within British Columbia or Alberta, Canada for specialized workshops or pre-conferences that have a direct benefit to Washington State library patrons.

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| **Part 3: Attendee information**  (This section must be completed by ***each staff person*** covered by the grant; reproduce as needed.)   |  |  |  |  | | --- | --- | --- | --- | | **Name:** | Click to enter text | **Branch:** | Click to enter text | | **Title:** | Click to enter text | **Email:** | Click to enter text |   How will your participation address one or more of the LSTA priorities? Please provide a brief explanation for your selected priority(s) in the fields below. For conference attendees this may include examples of the conference programs you plan to attend and their potential impact on library services.  *(Attendance at a PD event must have a benefit to the library's end users. If #3 is selected, please select at least one additional option.)*  Detailed information is available here: <http://www.sos.wa.gov/_assets/library/libraries/grants/pd-details.pdf>.  **Attendance at this PD event will support our ability to:**  1.Expand services for learning and access to information: Click here to enter text.  2. Develop library services that provide all users: Click here to enter text.  3. Advance the delivery of library and information services: Click here to enter text.  4. Provide electronic and other linkages: Click here to enter text.  5. Develop public and private partnerships: Click here to enter text.  6. Target library services to diverse communities: Click here to enter text.  7. Target library and information services to the underserved: Click here to enter text.  Each attendee must submit a visual presentation and complete a written (Survey Monkey) questionnaire about the PD event. Information about this evaluation is included on the PD Grant Claim Form. Washington State Library can’t process reimbursement before receiving this information. |

Attendee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: Click to enter text. Date: date

Click here to enter name.

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| **Part 4: Proposed budget**  *Please double-click to use Excel features. Click back in document to close Excel.* |

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| **Match waiver request**  I certify that my **public library** serves a population of less than 5,000 and request a waiver of the match.  Contracting authority signature: Date: |