Washington State Library Continuing Education (CE) Grant

Organizational CE Grant for Providing In-House Training

This application is for Washington libraries and library organizations seeking financial assistance to provide instruction for library staff in-house. Such organizations may be eligible to receive grants for reimbursement of up to half the cost of providing these staff CE events, not to exceed $3000 per organization per calendar year. Funding for WSL CE grants has been allocated from the State Library's federal Library Services and Technology Act (LSTA) award.

Please mail this application, **completed in full with original signatures** (applicant and sponsor) **and one copy** to the address below. ALL applications must be *postmarked at least 30 days prior to the start date of the CE event*; faxed or emailed applications cannot be accepted. Please retain a copy for your records.

CE Grant Program
Washington State Library
PO Box 42460
Olympia, WA 98504

Additional information regarding the CE Grant application process, including information about allowable expenses and documentation required for claims can be found at the State Library's Web site at http://www.secstate.wa.gov/quicklinks/CE-Forms or by contacting Anne Yarbrough at 360.704.5246 or ayarbrough@secstate.wa.gov.

Section I: Organization Information		
Name of Organization:		
Mailing Address:		
City:	Zip:	Business Telephone:
Nonprofit State Federal Tax Number:		
Section II: Event Coordinator (individual applying for the grant on behalf of the organization)		
Name:		
Title:		
Email:		
Business Telephone:	Business Fax**:**	
Section III: Event Information		
C.E. Event:		
Event Location:		
Presenter(s):		
Event Dates:	Total Amount of Grant Requested:	

Section IV: CE Event Budget

State per diem rates for lodging and mileage are determined by the WA Office of Financial Management (www.ofm.wa.gov/policy/colormap.pdf); grantees should request government rates when making reservations. Out-of-state rates are established by the US Office of General Administration (www.gsa.gov/perdiem). Please refer to the CE Grant Claim Instructions sent to you with your award letter for complete information on allowable expenses and acceptable documentation. A copy may also be found at http://www.secstate.wa.gov/quicklinks/CE-Forms.

WSL cannot award more than $3000 per calendar year in *Organizational* CE funds. This amount is based on the amount actually reimbursed, not the amount budgeted or claimed.

	Grantee Contribution		CE Grant Request		Total Budgeted
Staff Mileage	$_____	+	$_____	=	$_____
Staff Lodging (room + tax; at Gov. rate)	$_____	+	$_____	=	$_____
Food at training	$_____	+	$_____	=	$_____
Trainer fees	$_____	+	$_____	=	$_____
Trainer travel	$_____	+	$_____	=	$_____
Trainer Lodging (room + tax; at Gov. rate)	$_____	+	$_____	=	$_____
Staff Substitutes	$_____	+	$_____	=	$_____
Other (indicate below)	$_____	+	$_____	=	$_____
Totals	$_____		$_____		$_____

Because CE grants require at least a 50% match by the grantee (combination of private and organizational funds) the grant amount requested cannot be more than 50% of your total budgeted expenses for the CE event, not to exceed $3000.

When submitting your claim after the CE event, you cannot receive reimbursement for more than 50% of your actual documented expenditures, not to exceed the amount awarded.

Section V: Please indicate the LSTA priority(s) your CE event will impact by checking one or more of the boxes below.

My staffs' attendance at this CE event will support my organization's ability to:

- ☐ 1. Expand services for learning and access to information and educational resources in a variety of formats
- ☐ 2. Develop library services that provide all users access to information through local, state, regional, national, and international electronic networks
- ☐ 3. Provide electronic and other linkages between mine and other libraries
- ☐ 4. Develop public and private partnerships with other agencies and community-based organizations
- ☐ 5. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills
- ☐ 6. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.

How will your staffs' participation in this CE event address each of the LSTA priority(s) you indicated above? Identify the priority you're addressing by its assigned number and for each, provide a brief explanation of the Event's potential impact on service for your customers. **Please print clearly or type.**

Who from your organization will participate in this event?

How will your organization evaluate whether the learning objectives were met?

Briefly describe the event or program, including details about the instructional methods that will be used.

Will you partner with any other organizations or outside agencies for this Event? If yes, please indicate the organization and the nature of the partnership.

I have reviewed the information above and understand that reimbursement will only be paid to cover eligible documented, itemized expenses, not to exceed the approved award amount.

Applicant Signature:	Date:

Section VI: Library Director, Board Member, or Organization Chair Approval

Name:	Title:
LSTA funds cannot be used for profit-making activities. Does the undersigned understand that you are required to report to us any monies received by your organization as a result of this CE event and that this amount will be deducted from the amount of funds allowed for reimbursement? ☐ Yes ☐ No	
I, as sponsor of the CE event, attest that the purposes for which these funds will be utilized do not replace local funding and fall into the purposes for which LSTA is available.	
Signature of Sponsor	Date