

New Professional Development (PD) grants

We are phasing out our current Continuing Education (CE) grants. Professional Development (PD) grants will replace CE grants. These new grants use a revised process for applying, reporting, and claiming reimbursement. There are some major changes.

First, only libraries may apply for grants. Individual can no longer apply. Qualifying libraries include public libraries, schools and their school libraries, academic institutions and their libraries, Tribal libraries, and non-profit institutions and their libraries.

Second, libraries can apply for two types of PD grants:

- Libraries may apply on behalf of individual staff members. The grant can allow up to \$1,000 per person per year. The maximum per library is \$6,000 per year.
- Libraries may apply to bring training into the library. The maximum is \$3,000 per library per year.

Either a library or their parent institution, depending on their structure, has the authority to apply for these grants and receive reimbursements. In either case, only libraries and library staff are eligible to use the grants. If branches of a library or library system apply, they are considered part of a single library for award limits. Libraries serving a population of less than 5,000 are eligible for a waiver of the required match.

Third, the applicant library claims reimbursement. Reimbursements are made directly to that library. This represents a major shift in the way we make reimbursements. There are no changes in what can be claimed or the documentation required.

Finally, we will require both a narrative and a graphic report we can publish. Grants now require recipients send an original item that can be shared. It must have a visual component and be the creation of the grant recipients or group of recipients. Acceptable presentation styles include Prezi, PowerPoint or a video that we may post online. All reports and visual projects must be approved by the Grant Manager before reimbursement will be processed.

Applications will be received and processed until funds are exhausted.

Current CE grant awards will not be effected. Recipients will attend events and submit claims and reports as usual.