

# 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 75% the cost of providing these staff CE events, not to exceed \$3,000 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 Leanna Hammond at 360.704.7133, [leanna.hammond@sos.wa.gov](mailto:leanna.hammond@sos.wa.gov) or Jennifer Fenton at 360.570.5571, [jennifer.fenton@sos.wa.gov](mailto:jennifer.fenton@sos.wa.gov).

<b>Section I: Organization Information</b>			
Name of Organization:			
Mailing Address:			
City:	Zip:	Business Telephone:	ext.
Statewide Vendor Number*:			
<b>Section II: Event Coordinator (individual applying for the grant on behalf of the organization)</b>			
Name:			
Title:			
Email:			
Business Telephone:	ext.	Business Fax:	
<b>Section III: Event Information</b>			
C.E. Event:			
Event Location:			
Please attach training flyer or announcement:.			
Event Dates:	Total Amount of Grant Requested:		

*\*Required by OFM for payment. If you don't have a Statewide Vendor Number, we will provide you with necessary forms with your award letter.*

## Section IV: CE Event Budget

State per diem rates for lodging and mileage are determined by the WA Office of Financial Management (<http://www.ofm.wa.gov/resources/travel/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](http://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>.

**Awards are limited to no more than \$3,000 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	\$ _____	+ \$ _____	= \$ _____	Since CE grants require at least a 25% match by the grantee (combination of private and organizational funds) the grant amount requested cannot be more than 75% of your total budgeted expenses for the CE event, not to exceed \$3,000.  When submitting your claim after the CE event, you cannot receive reimbursement for more than 75% of your actual documented expenditures, not to exceed the amount awarded.
Staff Lodging (room + tax at Gov. rate) Number of nights: _____	\$ _____	+ \$ _____	= \$ _____	
Trainer fees	\$ _____	+ \$ _____	= \$ _____	
Trainer travel	\$ _____	+ \$ _____	= \$ _____	
Trainer Lodging (room + tax; at Gov. rate) Number of nights: _____	\$ _____	+ \$ _____	= \$ _____	
Required workbooks or textbooks for training.	\$ _____	+ \$ _____	= \$ _____	
<b>Totals</b>	\$ _____	\$ _____	\$ _____	

**Section V: Please indicate the LSTA priority(s) your CE event will impact by checking one or more of the boxes below. (Attendance at a training or conference must have a benefit to the library's end users.)**

My staff's 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. Advance the delivery of library and information services by enhancing skills needed to be an effective member of the current library workforce or leadership
- 4. Provide electronic and other linkages between mine and other libraries
- 5. Develop public and private partnerships with other agencies and community-based organizations
- 6. 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
- 7. 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 staff's 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 and how many 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.  Yes  No

Signature of Sponsor

Date