

## **Southwest Kansas Library System 2010 Major CE GRANT Guidelines**

### **ELIGIBLE CE GRANT OPPORTUNITIES:**

- **KANSAS LIBRARY CONFERENCE (KLC)**
- **IN-STATE EVENTS (i.e., KLA/PLS LEADERSHIP CONFERENCE)**
- **OUT-OF-STATE EVENTS (i.e., ALA, MPLA, PLA)**
- **WEB CLASSES**

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### **Guidelines:**

1. Only OFFICIAL SWKLS Application Forms will be accepted on or after the opening date. Official forms are available on the SWKLS website or by request from the SWKLS office.
2. Public libraries in taxing counties and those that contract for Continuing Education & Training will be eligible.
3. Grants will be limited to one grant per library per year – with the exception of the SWKLS Board Chair's library.
4. The Kansas Library Conference application of the SWKLS Board Chair will be funded up to the maximum amount allowed per application.
5. \$700 maximum per application per library.
6. Grants may be used for registration costs, pre-conference costs, lodging, mileage and/or travel (at current IRS rate). Meal fees and other incidentals (parking, cab, etc.) will not be paid.
7. Registration costs will be reimbursed at the early-bird registration rate. Daily registration costs will be reimbursed up to the cost of early-bird registration.

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### **General Information:**

Applications received after the grant period opens and before the deadline listed on the application (via mail, fax or courier) will be considered for funding. CE Grants will be awarded three times each year. Grant periods open the following dates:

- February 1 – February 28 (Round 1)
- May 1 – May 31 (Round 2)
- September 1 – September 30 (Round 3)

Priority to applications will be given in this order:

- In-state library events.
- Persons that have never attended a library related CE event.
- Persons who have not attended in the past 3 years.
- Others.

The amount funded for each grant will be determined by the total funds available and the number of applicants.

Frequency of grants to employees/trustees in the same library will be taken into consideration.

Grant applications may be partially funded in the event of numerous applications; however all are welcome to apply. SWKLS encourages sharing travel and lodging.

Grant funds will be mailed to the approved applicants after the next regularly scheduled SWKLS meeting. If grants are received and the applicant is unable to attend the funded activity, the grant funds must be reimbursed to the System.

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