

Southwest Kansas Library System  
CONTINUING EDUCATION GRANTS  
Application Criteria and Guidelines

The importance of training and education to Southwest Kansas Libraries System member libraries has been consistently recognized and expressed by member library directors and boards, system board members, staff and administration. It is fitting that SWKLS budgets funds to offer grants to supplement what libraries are able to provide, in financial support for southwest Kansas library employees and trustees who want to take advantage of educational programs. The grants provide financial aid toward improving the library skills of the recipient and enabling him/her to become better informed about library management and services. Personnel and trustees of taxing county libraries and libraries contracting for two or more services including Continuing Education and Training are eligible to apply. SWKLS offers three types of continuing education grants.

- Grants may be used for registration costs, lodging, mileage and/or travel (at IRS rate).
- The amount funded for each grant will be determined by the total funds available and the number of applicants, as well as by the relevance of the event to the applicant's position.
- Grant applications may not be funded equally; however, all are welcome to apply. SWKLS encourages sharing travel and lodging.
- Frequency of grants to employees in the same library will be taken into consideration.
- Recipients must be staff or trustee of member library.
- Since the resources are limited, and the monies are coming from local Kansas taxpayers, preference will be given to in-state library activities such as Kansas Library Conference.
- The CE Grant Committee in conjunction with the System Director will select the grant recipients.
- The application period is open February 15-28, May 18-31, and August 18-31.

- 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.

### **1. Kansas Library Conference**

- Applications for Kansas Library Conference will be considered in this order:
  - (1) Persons who have never attended Kansas Library Conference
  - (2) Persons who have not attended Kansas Library Conference in the past three years
  - (3) Others.
- \$700 maximum per application allowed.
- Pre-conference and meal fees will not be paid.
- Early-Bird Registration fees for entire conference or daily registration not to exceed the cost of registration for the entire conference will be considered.
- Grants will not be awarded to more than one person per library per year for Kansas Library Conference with the exception of the SWKLS Board Chair will automatically receive a Kansas Library Conference grant.

### **2. Open Application/General Continuing Education**

- General Continuing Education including out of state events, such as MPLA, PLA, ALA or other national conferences or workshops.

To apply for a grant, complete the application form and send it to:

SWKLS C E Grants  
ATTN: Carolyn Guernsey  
100 Military Avenue, Suite 210  
Dodge City, KS 67801

SOUTHWEST KANSAS LIBRARY SYSTEM  
SWKLS Continuing Education Grant Application

*Application should be type-written or in block print.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Library: \_\_\_\_\_

Address: \_\_\_\_\_

Library Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Library Position: \_\_\_\_\_ Month/Year of Employment: \_\_\_\_/\_\_\_\_

Educational Background: \_\_\_\_\_

1. Have you received a C. E. Grant in the past two years? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. If applying for Kansas Library Conference, when did you last attend? \_\_\_\_\_

3. Continuing Education Activity you wish to attend:

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Requested:

Early-Bird Registration or Tuition Cost: \$ \_\_\_\_\_

***Estimated Expenses:***

Lodging: \_\_\_\_\_ per night x \_\_\_\_ night(s) \$ \_\_\_\_\_

Mileage/Travel: \_\_\_\_\_ miles at IRS rate \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

4. Describe briefly how this program or conference would be beneficial to your job performance and/or your library.

5. Estimate any amount that that you, your library or other source are contributing to this continuing education activity: \$ \_\_\_\_\_

6. If you attend a program other than Kansas Library Conference, please attach a brief description of the program or other printed descriptive materials.

7. Please attach a copy of your registration/payment form for the CE activity. Only applications with documentation verifying registration and payment will be considered.

8. Indicate whether grant check should be payable to \_\_\_\_\_ you or \_\_\_\_\_ your library.

Signature of Supervisor \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Mail to: SWKLS CE GRANTS, Carolyn Guernsey, 100 Military Avenue, Suite 210, Dodge City, KS 67801