

## **FY2017 Alaska State Library Continuing Education (CE) Grants**

### **Why these grants are being offered:**

The Alaska State Library has been exploring different methods of providing continuing education (CE) opportunities to staff in public or combined school public libraries. The purpose of these non-competitive grants is to provide funding for CE for Alaska public library personnel in order to provide improved library services to patrons. These grants also help public library directors meet the continuing education requirement for the Alaska public library assistance grant.

### **Who is eligible?**

Library directors and individual staff members in public or combined school public library outlets in Alaska may apply. At least one grant is available for each main library, each branch library and each bookmobile in a public library system every fiscal year. The public library director is responsible for deciding which CE application shall be submitted to the State Library.

Since public library directors and public library staff working in combined school public libraries are eligible for continuing education grants, these staff members are no longer eligible to apply for Alaska Association of School Librarians (AkASL) travel awards. AkASL grant-funded travel awards are reserved exclusively for school librarians and school library staff.

### **When to apply:**

- An application for a CE grant may be submitted at any time.
- The Alaska State Library will respond within four weeks of receipt of the continuing education grant application packet.
- CE grants will be approved until the grant funds allocated each fiscal year have been exhausted.

### **In general:**

- Grants can be used for a broad range of pertinent continuing education opportunities, including: workshops or conferences held by AkLA, PNLA, ALA or PLA; distance education online classes; technical training events; or for travel and fees paid to a trainer to provide a workshop on site for public library staff.
- Reimbursement is limited to up to \$1,250 in actual continuing education costs for in-state training or out-of-state training.
- The applicant or the applicant's library should plan to pay all up-front costs for the continuing education event.
- Grants to individuals cannot be divided among multiple staff members.
- Grant funds do not carry forward between fiscal years.
- The Alaska State Library will reimburse these actual costs only after the event has ended and the reimbursement form and final report have been submitted to the State Library.
- *Reimbursement checks will be issued to the applicant's library, NOT to the applicant.*

### Specifically, grants will reimburse:

- Registration fees for library-related conferences
- Tuition fees and costs for supplies or materials for workshops or distance education classes that are pertinent to library operations and management
- Air fare costs will be reimbursed for direct round trip flights at the lowest rate available
- Flight tickets purchased with air mileage are NOT eligible for cash reimbursement through this grant
- If airfare is less expensive than mileage, the State Library will reimburse the cost of the airfare, not the mileage. The cost of mileage may not exceed the comparable cost of commercial air fare.
- Hotel costs for single occupancy, per diem for meals, mileage or the lowest direct roundtrip travel costs available to attend conferences, workshops, or classes
- Meal allowance shall be paid at the State of Alaska rate, currently \$60 per day
- Incidental travel costs, including ground transportation, parking, and the fee for one standard-sized piece of luggage each way on airlines that charge for luggage
- Car rentals, service gratuities (tips), travel insurance, and alcoholic refreshments are NOT eligible for reimbursement
- Reimbursement for the cost of substitute staff for the library may be considered with prior approval by the Alaska State Library

### How to Apply for a CE Grant:

1. The applicant should identify a continuing education event that meets his/her training needs.
2. The applicant should gather supporting documents, such as brochures, flyers, or Web pages that describe the event.
3. The applicant should discuss and obtain approval to apply for a grant from his/her supervisor.
4. The applicant should fill out the *Continuing Education Grant Application*.
5. Two signatures are required on the *Application*, one from the person attending the continuing education and one from the legal entity, such as the library director, chair of the library board, mayor, or city manager.
6. The applicant should mail the application and pertinent documentation to the Anchorage offices of the Alaska State Library for review and approval **at least four weeks before** the event is scheduled to be assured of approval in time for the event.

### How to Apply for Reimbursement:

1. The applicant should fill out all three pages of the *Continuing Education Grant Reimbursement and Final Report Form* and attach original receipts for the cost of the continuing education event.
2. Original receipts are REQUIRED for registration and tuition fees, supplies and materials required for the event, hotel, airfare, luggage, ground transportation, and parking.
3. The applicant should include the conference program or workshop agenda for the continuing education event in the reimbursement claim packet. (The conference program from the Alaska Library Association conference is NOT required.)

4. If the applicant drives to the continuing education event, he/she must submit a State of Alaska Mileage Reimbursement form. This form is available from the Alaska State Library upon request by telephoning 907-269-6570. Mileage may be charged only for the direct round-trip distance from home to the town in which the continuing education event is being held. Mileage is reimbursed at .54 cents per mile (2016 rate). The applicant must live more than 50 miles from city in which the continuing education event is held to claim mileage. The cost of mileage may not exceed the comparable cost of commercial air transportation.
5. Meal receipts are NOT required. Meal allowances will be prorated and reimbursed for portions of the day that the applicant is actually in travel or training status. The State of Alaska pays \$60 per day for meals, regardless of the meal allowance rate paid by the applicant's employer.
6. The applicant should mail the form and receipts to the State Library.
7. The applicant is required to write a short (up to 250 word) Newspoke article about their conference attendance and sharing what they learned. Save article in a Word format and email it to Loretta Address [aflma@gci.net](mailto:aflma@gci.net)
8. Reimbursement will be made only after the completed *Continuing Education Grant Reimbursement and Final Report Form* has been approved by the Alaska State Library and the Newspoke article has been submitted.

**Need Help Finding Continuing Education Opportunities? Have Any Questions About These Continuing Education Grants? Contact:**

Julie Niederhauser  
Continuing Education Coordinator  
Alaska State Library  
[Julie.niedehauser@alaska.gov](mailto:Julie.niedehauser@alaska.gov)  
907-465-2916

**Mailing Address for the Grant Application and Reimbursement/Report Form:**

Continuing Education Grants  
Alaska State Library  
395 Whittier St.  
Juneau, AK 99801