

Alaska State Library Professional Development (PD) Grant

Application for School Libraries

A. Contact

School Name: _____

Applicant Name: _____

Applicant Email: _____

NOTE: All reimbursements will be paid to the school district, not to an individual.

School District: _____

SD Mailing Address: _____

Business Office Email: _____

B. Event

PD Event: _____

PD Date & Location: _____

PD Event URL: _____

C. Budget Estimate & Explanation

Item	Amount
Registration/Tuition	
Travel Costs	
Ground Transport	
Lodging	
Per Diem	
Other Costs	
TOTAL	

Explanation of costs or deviation in travel. Include additional pages if necessary.

D. Justification

Why do you want to attend this PD event?

A short paragraph describing why this event will be beneficial to you, your library, and school.

E. Process

1. Please fill out this form as completely as possible. Please review the Professional Development (PD) Guidelines for a review of acceptable event costs and documentation. Don't forget the justification!
2. Obtain the two signatures for you and your school or district administrator. Two different people must sign.
3. Return this application at least four weeks before the event.
4. Scan/email (preferred) to tracy.swaim@alaska.gov or FAX to 907-465-2151 or Mail to Grants Administrator, Alaska State Library, PO Box 110571, Juneau, AK 99811
5. You will receive an email with your official award paperwork.
6. Within 2 weeks of your return, fill out the Professional Development (PD) Reimbursement & Final Report form.

F. Notice of Assurances

The federal Institute of Museum and Library Services (IMLS) manages the Library Services and Technology Act (LSTA) under which federal grant funds are awarded to the Alaska State Library. The Alaska State Library uses LSTA funds to pay for professional development grants.

As a recipient of federal LSTA grant funds through the Alaska State Library, your library is required to meet specific federal laws, regulations, and circulars. You agree to these requirements when you submit a signed professional development grant application to the Alaska State Library.

- A. 22 USC 7104 (g) and 2 CFR 175.15 Prohibition Against Trafficking in Persons;
- B. 31 USC 1352 Certification Regarding Lobbying Activities (For Grants of More than \$100,000)
- C. 42 USC 2000d (Title VI Civil Rights Act of 1964) Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons;
- D. 2 CFR 220, Cost Principles for Educational Institutions (formerly OMB Circular A-21);
- E. 2 CFR 225, Cost Principles for State, Local and Indian Tribal Governments (formerly OMB Circular A-87);
- F. 2 CFR 230, Cost Principles for Non-Profit Organizations (formerly OMB Circular A-122);
- G. 45 CFR 1110, Nondiscrimination in Federally Assisted Programs;
- H. 45 CFR 1170, Nondiscrimination on the Basis of Handicap in Federally Assisted Programs and Activities;
- I. 45 CFR 1185, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants);
- J. 45 CFR 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;
- K. OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments;
- L. OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profits Organizations; and
- M. OMB Circular A-133 Revised, Audits of States, Local Governments, and Non-Profit Organizations.

G. Signatures

This grant application is a legal document committing your library to a specific course of action.

This application MUST have two signatures from two different people.

For the Library:

Date: _____

Print/Type Name: _____

Title: _____

Signature: _____

For the School or District:

Date: _____

Print/Type Name: _____

Title: _____

Signature: _____

Contact Tracy.Swaim@Alaska.Gov or 907-465-1018 with questions.