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

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration/Tuition</td>
<td></td>
</tr>
<tr>
<td>Travel Costs</td>
<td></td>
</tr>
<tr>
<td>Ground Transport</td>
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<tr>
<td>Lodging</td>
<td></td>
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<tr>
<td>Per Diem</td>
<td></td>
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<tr>
<td>Other Costs</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
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</tbody>
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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.

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)
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.