

# Alaska State Library School Library Professional Development (PD) Grants

## Why these grants are being offered?

The Alaska State Library has been exploring different methods of providing professional development (PD) opportunities to staff in school libraries. The purpose of these non-competitive grants is to provide funding for PD for Alaska public school library personnel in order to provide improved library services to students.

## Who is eligible?

School Librarians and library associates or aides in school libraries in Alaska may apply. PD grants will be approved until *the grant funds allocated each fiscal year have been exhausted*.

## Timeline:

- An application for a PD grant may be submitted at any time.
- The Alaska State Library will respond within four weeks of receipt of the PD grant application packet.
- The Reimbursement and Final Report form should be completed within two weeks of the event end.

## In general:

- Grants can be used for a broad range of pertinent continuing education opportunities, including: workshops or conferences held by AkLA, ALA or AASL, ISTE or ASTE; distance education online classes; technical training events; or for travel and fees paid to a trainer to provide a workshop on site for school library staff.
- Reimbursement is limited to **up to \$1,250** in actual continuing education costs training.
- The applicant or the applicant's library should plan to **pay all up-front costs** for the PD event.
- Grants cannot be divided among multiple staff members.
- Copies of receipts are necessary for all reimbursements except meals. Meals are paid as a set per Diem.
- Amount of final reimbursement **may change** based on State Library review and policies.
- Reimbursement checks **can only be paid to an organization** with a State of Alaska Vendor code (usually a school district). Individuals cannot be paid directly.

## Grants will reimburse:

- Registration fees for library-related conferences
- Tuition fees and costs for supplies or materials for pertinent workshops or distance education classes.
- Air fare costs will be reimbursed for direct round trip flights at the lowest rate available.
- Mileage to the airport or ferry if located at least 50 miles from the library.
- Hotel costs for single occupancy.
- Meal allowance shall be paid at the State of Alaska rate no matter how it is calculated by your agency.
- Costs, such as parking, the fee for one standard-sized piece of luggage each way, and taxis/shuttles.
- Reimbursement for the cost of substitute staff for the school library **may be considered with prior approval** by the Alaska State Library

## Grants cannot reimburse:

- **Individuals.** The reimbursement must go to the School District.
- Car rentals, entertainment, travel insurance, and alcoholic refreshments are NOT eligible for reimbursement
- Flight tickets purchased with air mileage are **NOT eligible for cash reimbursement.**
- **Tips** (service gratuities) such as with taxis, shuttles, etc. cannot be reimbursed.
- Taxi/shuttle use which is **during** the event but not associated with the arrival to or departure from the event. Taxi/Shuttle usage during the event should be pre-approved by the State Library and can include attending event-related off-campus sessions and physical mobility challenges.
- Any part of personal travel during an event will not be reimbursed.

## How to Apply for a Professional Development Grant:

1. The applicant should identify a professional development event that meets his/her training needs. Janet Madsen, School Library Coordinator is available to help you identify events. Contact her directly at [Janet.Madsen@alaska.gov](mailto:Janet.Madsen@alaska.gov) or 907-465-8187.
2. The applicant should identify a URL that describes the event (preferred). If a URL is not available, please include a brochure describing 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 [\*Professional Development Grant Application\*](#)
5. **Two signatures** are required on the *Application*, one from the person attending the professional development and one from the legal entity, such as principal or superintendent of your school or district.
6. The applicant should scan/email mail the application to [Tracy.Swaim@alaska.gov](mailto:Tracy.Swaim@alaska.gov) (preferred) or mail to Grants Administrator, Alaska State Library, PO Box 110571, Juneau, AK 99811-0571 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 [\*Professional Development Grant Reimbursement and Final Report Form\*](#) and attach copies of receipts.
2. Copies of receipts are **REQUIRED** for registration and tuition fees, supplies and materials required for the event, hotel, airfare, luggage, ground transportation, and parking.
3. FYI. **Meal receipts are NOT required.** The State of Alaska pays \$45 a day for travel days and \$60 per day for meals during the event, regardless of the meal allowance rate paid by the applicant's employer. Meals included in registration will be subtract from per Diem amount based on current State of Alaska meal allocations. Fill out the Meals section and the State Library will calculate your per Diem for you. ☺
4. The applicant should scan/email the form to [Tracy.Swaim@alaska.gov](mailto:Tracy.Swaim@alaska.gov) or mail to Grants Administrator, Alaska State Library, PO Box 110571, Juneau, AK 99811-0571
5. The applicant is required to write a short (up to 250 word) Puffin article about their conference attendance and sharing what they learned. Save article in a Word format and email it **directly** to Karina Reyes, [akasl.puffin@gmail.com](mailto:akasl.puffin@gmail.com)
6. By signing this form certify that you have or are in the process of writing and sending the Puffin article and that all information submitted is correct and factual to the best of your knowledge.
7. Reimbursement will often be made by direct deposit to the School District.

**Questions? Email [Tracy.Swaim@Alaska.Gov](mailto:Tracy.Swaim@Alaska.Gov)**