

Northwest Kansas Library System Continuing Education Grant Guidelines

Continuing education grants for member library personnel may be available when budget permits.

1. Grants will be awarded for workshops, conferences, meetings and other events related to the applicant's job or professional development.
2. Grants will be awarded on a first come, first served basis. Checks will be mailed to approved applicants the day after the next regularly scheduled Executive Committee meeting following the approval of the application.
3. When possible, applications should be submitted to the NWKLS Office 45 days in advance of the event.
4. First priority will be given to those who have not received a grant during the preceding twelve months. Grant awards will not exceed \$100 per library per year.
5. Eligible grant expenses may include travel costs or registration fees, when not paid by your institution.
6. Grant decisions will be made by the System Director, according to the grant guidelines. Applicants will be notified as soon as possible after the decision is made.
7. Grant recipients may be requested to share information about the program or conference attended, either through the NWKLS Vertical Files or as a presentation at a System meeting or workshop.
8. In the event the applicant is unable to attend the funded activity, grant funds must be reimbursed to the System.

Northwest Kansas Library System
Continuing Education Grant Application

NAME: _____ DATE: _____

LIBRARY: _____

ADDRESS: _____

LIBRARY PHONE: _____ HOME PHONE: _____

POSITION: _____

TITLE AND DATE OF PROGRAM YOU WISH TO ATTEND:

ESTIMATED EXPENSES: (include mileage, registration, lodging, meals, other) _____

TOTAL REQUESTED (\$100 MAXIMUM): _____

CHECK SHOULD BE MADE OUT TO: _____

SIGNATURE: _____

If you wish to attend a program other than STATE ADMINISTRATOR TRAINING or KLA CONFERENCE, please attach a brief description of the program or any other printed materials you have, and return to:

CE GRANT APPLICATION
NORTHWEST KANSAS LIBRARY SYSTEM
#2 WASHINGTON SQ.
NORTON, KS 67654-0446