Continuing Education (CE) Grants

Library Services and Technology Act (LSTA) grants (from the Institute of Museum and Library Services and administered by the SC State Library) are available for funding library staff to attend professional conferences, professional development/continuing education (CE) courses, or other specialized library or leadership skills training. The intent of this grant program is to allow library staff to take part in CE and professional development opportunities in order to expand their understanding of, and keep current on, library trends and practices, and to provide an opportunity to broaden the employee’s skills and knowledge base. Development of leadership and management skills are encouraged. We intend that staff attending conferences and classes on an LSTA grant will share the experience and what was learned with colleagues and co-workers, leading to overall improvement in services to library users. Refer to these guidelines and directions for completing and submitting an application for a Continuing Education (CE) Grant.

GENERAL INFORMATION

- CE Grants are made to the applicant library on a reimbursement basis only.
- Grants of up to $750 for in-state (South Carolina) conferences/courses and $1000 for out-of-state conferences/courses will be awarded. SCSL will award a grant of up to $500 for online classes. Funds are limited and once all funds in a grant cycle are committed, no more awards will be made.
  - The applicant library must contribute at least 34% of the total cost of the employee attending the conference or class, including travel, registration, meals, wages, etc. This may modify how much the library can apply for in grant funds.
- The library is the applicant for this grant, not the participating employee. Reimbursement checks from the State will be made out to the institution (e.g. the county) to which the library belongs and which administers its finances.
- Grants are available on a first-come-first-served basis, determined by the date applications are received by email or IMS at the State Library. Full applications (i.e. those with all required elements in place) will take priority over incomplete applications received on the same date.
- Conferences or classes must take place from October 1, 2018-August 15, 2019.
- For non-conference opportunities: Multi-session courses are appropriate for this funding; one-time webinars or other single-session trainings are not eligible.
- Each applicant library may seek a grant on behalf of one employee for one conference/class in the 2018 federal fiscal year (October 2018-September 2019).
  - Exception: Up to 3 public library employees may apply to attend SCLA; the grant limit per library is $750 regardless of number of employees attending.
  - Exception: If one online course license is purchased for multiple staff members, that is acceptable. Please include all attending employees on the application. However, only one award (max. $500) will be issued.
  - Libraries may check on the availability of funds for additional staff to attend other conferences and if no other applications have been received and funds are available, the additional application may be considered. Contact the LSTA Coordinator to inquire about this.
- LSTA funds will cover only normal conference registration/fees, travel (e.g. flight, mileage, luggage fees, parking), and hotel expenses—no meals, pre-conference fees, or other miscellaneous expenses.
For courses or other learning opportunities, LSTA funds can cover the course registration, and travel and hotel if necessary—but not textbooks, meals, or other related expenses.

ELIGIBILITY

- Full-time library staff only may receive grants under this program. “Full time” means that the employee holds a paid permanent position at the library, works what is considered a full work week, and receives benefits (i.e. not contract or part-time personnel.)
- SC public library staff are the target audience for this grant, but there is limited funding on a first-come, first-served basis for staff at school libraries and academic libraries in South Carolina. Additionally, county library Trustees may be eligible for a limited number of grants for governance-related trainings or conferences. Trustee grants would not count towards the library system’s one CE grant allotment per year. Contact the LSTA Coordinator if you have a question about funding availability.
- Only first-time conference attendees are eligible for grants; i.e., the first time attending a specific conference such as ALA. Exceptions may be made for an employee who has not attended a specific conference in five years but would like to go again. Staff may apply for funds to attend a different conference (still for the first time) in a different year. It is in the best interest of any library to send different staff to conferences each year; however, applications to send employees to conferences in back-to-back years may be accepted as long as funds are available.
- As with conferences, libraries may only send first-time attendees to a particular course (online or in-person). However, libraries may apply for funding to send a different employee to the same course the following year.
- Library Directors are generally not eligible for these grants; however, in libraries where the Director has never attended a specific professional conference, an exception may be made. Make note of that on the application.
- Conferences that may be attended include but are not limited to: South Carolina Library Association (SCLA); Public Library Association (PLA); American Library Association (ALA); Association of College and Research Librarians (ACRL); Association of Rural Libraries (ARSL); Library Information and Technology Association (LITA), Association of Bookmobile and Outreach Services (ABOS) and ILS users group conferences.
  - Other conferences may be approved by reason of the anticipated contribution to the employee’s development and value to the library.
- Appropriate conferences and courses will focus on an aspect of library science with the ultimate goal as the improvement of library services for patrons. General leadership skills development courses may be acceptable, but priority is given to library-specific trainings. Contact the LSTA Coordinator if there is a question about whether a particular conference or course is eligible for this grant opportunity.

APPLICATION PROCESS

- The grant application must be completed and signed by the Library Director and the participating employee.
- For multiple staff attendees for SCLA, each employee must complete a page.
- Libraries must commit matching funds of at least 34% of total expenses. LSTA funds may comprise up to 66% of total expenses. The attendee’s salary is considered in-kind matching while attending the conference/class and is generally enough to fulfil the 34%.
- Preferred method of submission: Scan and email the completed application to Wendy Coplen, LSTA Coordinator (wcoplen@statelibrary.sc.gov). By US Mail: Wendy Coplen, LSTA Coordinator, South Carolina State Library, 1500 Senate, Columbia, SC 29201.
- Applications will be accepted any time August 2018 through May 31, 2019, pending availability of funds.
- Awards will be announced to Library Directors and other relevant parties by email.
- Awards and grant administrative documents will be emailed to the Library Director.

**SAMPLE BUDGET FOR APPLICATION—2-day Out-of-State Conference Example**

<table>
<thead>
<tr>
<th>Budget code for SCSL</th>
<th>Expense Line Item</th>
<th>LSTA Funds Requested (Limit $750 in-state, $1000 out-of-state¹, $500 online)</th>
<th>Matching Funds Provided by Library (Must be at least 34% of total cost)²</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Conference or Class Registration</td>
<td>$250⁴</td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>Flight</td>
<td>$100</td>
<td></td>
<td>$625</td>
</tr>
<tr>
<td>Travel</td>
<td>Auto mileage (if needed); reimbursed at $0.58/mi</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other travel expenses: e.g. luggage fee, taxis, shuttles</td>
<td>$100</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>Hotel: Provide nightly rate and number of nights here: $125/night for 3 nights</td>
<td>$375</td>
<td></td>
<td>$375</td>
</tr>
<tr>
<td></td>
<td>Meals/per diem</td>
<td>$125</td>
<td></td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td>Other expenses (including textbooks)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>Employee hourly salary during travel and conference/class time</td>
<td>$450⁵</td>
<td></td>
<td>$450</td>
</tr>
<tr>
<td>Indirect</td>
<td>Indirect Costs (optional)⁶</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$1000³</td>
<td>$925</td>
<td>$1925⁷</td>
</tr>
</tbody>
</table>

¹Grants can be used only to reimburse conference registration fee, travel expenses (airfare, mileage for automobile travel (not gas), parking, cab fare, bus fare), and accommodations (hotel stay including wi-fi fees if used). Meals and personal expenses are the employee’s responsibility. The library can apply for up to $1000 for out-of-state conferences like this example.

²The library and/or employee needs to pay for 34% of TOTAL COST to send employee to said conference. Not 34% of the grant request.

³In this example, the cost to send the employee to the conference is $625 flight, $100 other travel expenses, $375 hotel, and $250 registration. Because that exceeds $1000, the applicant put only $1000’s worth in the LSTA grant request, and the matching funds will need to cover the rest.

⁴So the library will cover the $250 registration and $100 of the flight.

⁵The library will also provide matching funds for meals and the wages paid to the employee during travel and the conference because LSTA cannot be used for these expenses. For the wage, take the hourly rate of the employee’s pay, then multiply it by the number of work hours they will be on during travel and the conference itself. In this example, the conference is 2 days, plus, let’s say, two days travel. So an employee making $15/hr x 30 hours (four 7.5 hour workdays) = $450.

⁶For grants of this nature and size, claiming Indirect Costs is not recommended. See the application for a more detailed description of these costs, also known as overhead or F&A costs.

⁷**Does the library meet the 34% minimum matching requirement?** Multiply 0.34 by the amount in the yellow highlighted “Total Expenses” field above (0.34 x 1925 = $654.50). If that result is equal to or less than the amount in the “Total Matching Fund” green highlighted field, then you’ve met your match! (In this example, the library is already providing $925 which is more than $654 so they have met and exceeded the match requirement.) If the calculations do not add up, then you’ll need to provide more matching funds (or request less grant money) until it reaches 34% of the total cost.

**REIMBURSEMENT PROCESS**

- Reimbursement requests for conference or class attendance may be submitted after the completion of the conference or class beginning October 1, 2018 through August 15, 2019. **ALL** receipts must be submitted by August 15, 2019.
- Reimbursement request packet must include:
  - Reimbursement Request form completed and signed by the Library Director.
Receipts/proof of payment for registration, travel, and hotel. No reservation emails will be accepted. Receipts needs to say “paid”, “zero balance”, or something equivalent.

- Reimbursements will be made when all items have been received and approved. The LSTA Coordinator reserves the right to contact the library for more information or different documentation than what was submitted.
- Reimbursement checks will be mailed to the institution for the amount requested on the reimbursement form. This amount will be equal to the grant award.
- If the employee spent LESS than the grant award, please contact the LSTA Coordinator as soon as possible. It is strongly recommended that all grant funding be completely spent.
- Return the one-page reimbursement request form and all accompanying documents, by email or US mail to: Wendy Coplen, LSTA Coordinator, wcoplen@statelibrary.sc.gov, South Carolina State Library, 1500 Senate Street, Columbia, SC 29201.

FINAL REPORT
- Awardees will submit a report after their conference/course to demonstrate what was learned and the benefit gained by the attendee and his or her institution from the experience. The goal of this requirement is to spread the wealth of learning gained by awardees with their co-workers and the wider community of South Carolina librarians.
- The LSTA Coordinator will provide the applicant with a report template with the grant award packet.
- SCSL encourages awardees to submit their report soon after the end of the attended conference/class. However, the final deadline for submitting the report is October 31, 2019.
- Reports should be emailed to Wendy Coplen, LSTA Coordinator, wcoplen@statelibrary.sc.gov. Mailed reports will also be accepted.