

2021 Continuing Education Challenge Grant
Southern Adirondack Library System
Deadline: November 1, 2021

Upon receipt of its holdback funds from NYS FY20-21 funding, the SALS Board of Trustees passed a budget amendment to reinstate \$10,000 for a competitive grant program to support member library staff and board members' participation in professional networks, conferences, and seminars.

SALS will offer Continuing Education Challenge Grants of up to \$1,000 per library to attend, virtually or in person, professional conferences, workshops, and trainings that will support their growth and development as library leaders. The SALS Board aims to fund projects at their requested levels, but demand for funds may require projects to be funded at less than 100%.

- *APPLICATION:* Grant funds may be used to pay for registration costs, accommodations, and mileage.
 - CE activities for which you are requesting funding cannot have taken place prior to this application being made available, and must be completed prior to the Final Report deadline of December 2, 2022.
 - In some instances, the library will require coverage staff in order for a staff member to attend a CE Challenge Grant-funded event. Libraries with 4 FTE or fewer, as reported on their Annual Report, may use grant funds to pay for coverage staff at a reimbursement rate of \$12/hour.
 - A single grant application may include multiple continuing education events, as well as multiple staff and board members.
 - The continuing education programs must assist participants in executing the library's Long Range Plan of Service. The Long Range Plan of Service must either be on file with the System or in development.
- *BUDGET:* Matching funds are encouraged, but not required. Requested grant funds, and any matching funds, should be detailed on the provided Project Budget form. It must be signed by your Board President.
- *FINAL REPORT:*
 - A final report, including copies of receipts and a written narrative, is required and is due Friday, December 2, 2022.
 - Failure to complete a project as outlined in your application or to not submit a final report on time may result in forfeiting grant funds or make your library ineligible for future grants.

APPLICATION QUESTIONS:

The online form (link below) does not have a “save” function, so you will need to complete it all in one session. The application questions are listed here, and we recommend you craft your responses in Word prior to filling out the online form.

- Continuing Education event details:
 - Title
 - Sponsoring organization/institution
 - Description
 - Location
 - Date
- Attendee information:
 - Name
 - Title
 - Description of position
- How will this activity enhance your ability to serve in your role at your library?

APPLICATION CHECKLIST:

- COMPLETED APPLICATION
- PROJECT BUDGET
- LONG RANGE PLAN OF SERVICE (if not already on-file with SALS)

Complete the online application and submit all documents as PDFs through the online portal application by November 1, 2021:

<https://form.jotform.com/212376011828149>

The SALS Board of Trustees meets November 16, 2021. Libraries with approved projects can expect to receive grant funds the first week of December 2021.

Hand-written applications will not be accepted.

Please direct any questions regarding the application or process to Sara Dallas (sdallas@sals.edu) or Dianne Winter (dwinter@sals.edu).