# 2019 Continuing Education Challenge Grant
## Southern Adirondack Library System

**Quarterly application deadlines:** 12/28/18, 3/01/19, 5/31/19, ~~9/27/19~~ extended to 10/25/19
**Funding timeline**: Reimbursement

The SALS Board of Trustees is dedicated to the promotion of lifelong learning and professional development. In pursuit of these goals, the Board encourages member library staff and board members' participation in professional networks, conferences, and seminars.

To more actively support these goals, the SALS Board of Trustees has initiated a $10,000 competitive grant program to enable member library staff and board members to attend professional conferences, workshops, and trainings that will support their growth and development as library leaders.

SALS will offer Continuing Education Challenge Grants of up to $1,000. Member libraries may submit more than one application over the grant period, but no member library will receive more than $1,000 in total.

- Applications will be accepted four times during the 2019 grant cycle:
    - December 28, 2018
    - March 1, 2019
    - May 31, 2019
    - ~~September 27, 2019~~ extended to October 25, 2019
- All events must take place and expenses incurred during the 2019 calendar year.
- Grant funds may be used to pay for registration costs, accommodations, and mileage
- In some instances, the library will require coverage staff in order for a staff member to attend a 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.
- A final report including copies of receipts and a written narrative is required, and is due Friday, December 6, 2019.

**APPLICATION QUESTIONS**

- Course/workshop/continuing education details:
  - Title
  - Sponsoring organization/institution
  - Description
  - Location
  - Date
  - Projected costs
- Attendee information:
  - Title
  - Description of position
- Amount of support requested from SALS
- How will this activity enhance your ability to serve in your role at your library?

**APPLICATION CHECKLIST:**

- ☐ COMPLETED APPLICATION

- ☐ BUDGET DOCUMENT (approved by Board, signed by Director)

Please complete the online application and submit all documents as PDFs through the online portal application by one of the quarterly deadlines listed previously.

https://form.jotform.com/SoAdLibSys/cecg2019

The SALS Board of Trustees meet 2-3 weeks after each deadline to review applications.

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).