



SOUTH CENTRAL KANSAS LIBRARY SYSTEM 2024 Continuing Education Reimbursement Grant GUIDELINES *Application Deadline: December 15, 2024*

Annually, the South Central Kansas Library System has \$45,000 available for Continuing Education Registration Reimbursement Grants. Eligibility is open to public, school, academic and institutional member library staff, as well as public library trustees who are attending trustee-related programs or conferences. The purpose of the grant is to reimburse member librarians, staff or public library trustees for registration costs to attend library-specific continuing education activities during the 2024 calendar year.

Funded activities must occur between January 1 and December 31, 2024. ***Applications for events that do not occur in the 2024 calendar year will not be accepted.*** Other costs, such as travel, food, lodging and textbooks are the responsibility of the applicant or applicant's library.

Examples of library-specific and trustee-related continuing education activities include:

- Registration costs for attendance at regional, state, national or other library conferences or meetings such as KLA, KASL, CULS, ALA, ALTA, AASL, ACRL, PLA, and ARSL.
- Registration costs for attendance at workshops and trainings offered by Library Juice Academy, Infopeople, Library Works, Bureau of Education and Research, Mid-America Library Alliance, Amigos and other commercially or not-for-profit sponsored continuing education programs.
- Tuition costs up to \$950 for one or more library-specific courses per year offered by an accredited university, college, community college or vocational school or classes offered through the Emporia State University School of Library and Information Management or other higher education institutions.

Other grant stipulations are as follows:

- Registration costs will not be reimbursed for amounts greater than \$950. Other costs, such as travel, food, lodging, fees and textbooks are the responsibility of the applicant or applicant's library.
- For in-person events, please do not apply for a grant until ***after*** the event has occurred. Attendance at the in-person event is required for reimbursement; please be prepared to provide proof of attendance.
- Applicants must be employed in a library position in a SCKLS member library or an official of a SCKLS member library to be eligible to request reimbursement for continuing education activities. Only those activities attended while in a library position are eligible for reimbursement.
- **Applicant and library information must be up-to-date in the SCKLS System Directory.**
Add/update ***library*** information here: sckls.info/library-update
Add/update ***librarian*** information here: sckls.info/librarian-update
- Grants will be distributed on a first-come, first-serve basis until the total budgeted amount is expended.
- Frequency of grants to staff of the same library may be taken into consideration based on funds available.
- Applicants will be notified within 30 days of submission concerning their grant status. (Allow 45 days after an in-person event has occurred for processing.) Grant checks will be distributed to recipients within 45 days of the approval of the applications.

IMPORTANT, applicants must:

- Provide **a) documentation of registration** and **b) evidence of payment** with their applications.
- Register and pay for the continuing education activity ***before*** applying for the SCKLS Continuing Education Reimbursement Grant. *SCKLS reserves the right to require additional documentation to verify registration, payment and attendance, as well as justification qualifying continuing education activity as library-specific content.*

If necessary, the application review process may be extended for 30 days in the case of applications that require additional review. For assistance, please contact:

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