

TO: Library Director and Certified staff members  
FROM: Susan McVey, Director  
SUBJECT: Grant Opportunity Announcement  
DATE: November 6, 2015

The Oklahoma Department of Libraries is pleased to announce the availability of this Library Services and Technology Act (LSTA) through the Institute of Museums and Library Services (IMLS) grant opportunity. I hope that you will take advantage of this grant announcement opportunity to improve library service in the state.

Please share with all your **Level II, III, IV, or V certified** staff.

Below you will find the details pertaining to this grant opportunity. If you should have any questions, please call the listed contact. For your own protection, the application should be sent certified mail, with a return receipt requested. The Department of Libraries does not take responsibility for receipt of an application which is not sent certified.

Please note: New requirements from IMLS that a city and/or library must give ODL assurances that they meet federal laws upon acceptance of these funds and will be included with the grant contract. The contract will contain additional information on what is expected by the grantee city and/or library entities or employees

**Grant Project Title:** Continuing Education Conference Grant  
Public Library Association 2016

**Grant Application Deadline:** November 30, 2015

Applications should be mailed to Sadie Bruce, Certification, Oklahoma Department of Libraries, 200 NE 18<sup>th</sup> Street, Oklahoma City, OK 73105-3298, and must be postmarked no later than November 30, 2015.

Handwritten, e-mailed or faxed applications will **not** be accepted.

**Purpose of Grant:**

The Oklahoma Certification Manual for Public Librarians states that the purpose of the certification program is to ensure that "public libraries in this state be administered and staffed by trained personnel...library staff must increase their skills and knowledge through continuing education in order to keep abreast of developments in the information age" in order "to improve library service throughout the state."

This grant provides funding for active certified librarians of Level II, III, IV or V to attend the Public Library Association biennial conference April 5-9, 2016 in Denver, Colorado.

Each applicant will need to determine all their costs for attendance. The applicants, their library or other sources will have to initially supply the funds needed for attendance.

**IMLS has changed their procedures and the Department of Libraries is unable to issue funding before the conference. Reimbursement of expenses will be made upon submission of receipts by the attendees covering all expenditures.**

**Eligibility Requirements:**

Public libraries and systems may apply for this grant to provide training for staff who meets the following requirements...

1. Only actively certified librarian at Level II, III, IV or V will be eligible for this grant.
2. Priority will be given in the following order:
  - i. Applicants who have received no prior regional or national conference grant\*
  - ii. Applicants who have received one prior grant
  - iii. Applicants who have received two prior grants
  - iv. Applicants who have received three prior grants
  - v. Applicants who have never attended a national conference

\*Regional/National conference means: Texas Library Association, Mountain Plains Library Association (except OLA/MPLA joint conference), Public Library Association, American Library Association, or Association of Rural and Small Libraries.

**Target audience:**

Certified librarians at Levels II, III, IV or V currently employed in public library systems or municipal public libraries in Oklahoma.

**Funds Available:** \$20,000

This grant will offer funds in the amount requested by the applicants to cover their expenses for attendance. Each applicant will submit the amount needed on the application. The applicant requested amount will be funded if possible. However, the lead officer may redistribute the funds available for applicants' expenses if total requested amounts are below amount available. Any additional costs incurred by conference attendance will be the responsibility of the applicant, their library, or other funding source. If applicant cannot make up the difference they may opt to withdraw their application.

No more than two grants will be awarded to an individual library and three grants to a system.

Budget request may include indirect costs. As defined in federal regulations, *The Department will honor a sub-recipient's federally negotiated indirect cost rate if one already exists. If no such rate exists, the SLAA must honor either a rate negotiated between the SLAA and the sub-recipient (in compliance with federal guidelines) or the minimum rate of 10 percent of the sub-recipient's modified total direct costs (MTDC). See 2 CFR 200.331*

*An Indirect Cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization.*

*Choose one of these three options:*

- a. Use a current indirect cost rate that has been negotiated with a federal agency. Include a copy of the current negotiated agreement as an attachment.*
- b. Use a rate not to exceed 10% of total direct costs if you have never had a federally negotiated indirect cost rate.*
- c. Do not include any indirect costs.*

### **Funding Source:**

This grant opportunity announcement is for a Library Services and Technology Act project federally funded through the Institute of Museum & Library Services. The library application indicates acceptance of all Federal law and regulations affecting LSTA grants. For any questions regarding federal requirements contact Judy Tirey, LSTA coordinator at the Oklahoma Department of Libraries.

**Date Funds Must be Spent:** April 5, 2016.

### **Application Procedures:**

The enclosed application for the PLA 2016 Continuing Education Conference Grant must be complete. It must be typed. No handwritten applications will be accepted.

### **Criteria for Approval:**

Grants will be awarded to librarians meeting the eligibility requirements listed above. If the number of applications exceeds the available funds and all eligibility requirements have been met, grants will be awarded based on the local income per capita reported on Annual Reports filed with ODL by October 1, 2015. Libraries and systems will be ranked by their local income per capita in ascending order (lower income per capita ranked higher).

Grant funds will be released on the receipt of the attendee's narrative and financial report. This report is due 30 days after the final day of the conference.

### **Grant Timetable:**

Announcement Issued: November 5, 2015  
Applications Due: November 30, 2015  
Libraries Notified: December 18, 2015  
Final Report: 30 days after conference attendance

### **Mail application on or before due date to:**

Sadie Bruce  
Certification Specialist  
Oklahoma Department of Libraries  
200 NE 18<sup>th</sup>  
Oklahoma City, OK 73105-3298  
[sadie.bruce@libraries.ok.gov](mailto:sadie.bruce@libraries.ok.gov)

Oklahoma Department of Libraries  
Application for Continuing Education Conference Grants  
2016

To be credited for consideration, all responses below must be entered where it is requested on the application. Applications must be typed. One application must be submitted for each applicant, regardless if they are at the same library or in the same system.

**No handwritten applications will be considered.**  
**For questions email: [sadie.bruce@libraries.ok.gov](mailto:sadie.bruce@libraries.ok.gov)**

**1. Applicant Information:**

**a. Name of applicant:**

- **Signature of applicant:** \_\_\_\_\_  
(By my signature, I certify that application information is correct)

**b. Applicant's e-mail address:**

**c. Name of applicant's Library, City and System if applicable:**

**d. Name of director or contact person at library or system headquarters:**

- **Name:**
  
- **E-mail address:**
  
- **Phone number:**

**e. US Congressional District of applicant's library or branch: \_\_\_\_\_**  
**(see OK Almanac under library's county):**

**2. Applicant Eligibility for Grant Funds:**

a. Applicant's certification expiration date: \_\_\_\_\_

b. List applicant's annual salary in 2013 and 2014:

2013-

2014-

c. As the applicant...

Applicant Certification Level \_\_\_\_\_

Years employed in a public library \_\_\_\_\_

\_\_\_\_\_ I have not received a conference grant in the past

\_\_\_\_\_ I have received less than 3 conference grants in the past

\_\_\_\_\_ I have never attended a national conference

\_\_\_\_\_ I have attended PLA in the past. Date attended: \_\_\_\_\_

**3. Public Library Association: <http://www.placonference.org>**

The Lead Officer will try to fund as many applicants as possible.

Fill in costs for each aspect of attendance: List registration costs, mileage for travel and housing if staying at hotel. Per-diem of \$69 will cover non-conference meals, parking costs, extra daily expenses)

In order to know what costs will or will not be funded, fill in the following for all expenses. If driving, calculate point to point mileage cost use <http://maps.google.com>.

Applicant's Name \_\_\_\_\_  
Library \_\_\_\_\_

**Registration:**

Conference Registration \_\_\_\_\_

Pre-Conferences \_\_\_\_\_

Post-Conferences \_\_\_\_\_

Luncheons \_\_\_\_\_

Misc. total \_\_\_\_\_

List misc. costs: (Social events are not covered by this grant)

**Housing:**

**Housing is quickly filled. You may want to make hotel reservations before you hear from us about this grant. If not funded, you can always cancel your reservation.**

Hotel: \_\_\_\_\_ days at \$ \_\_\_\_\_ per day = \_\_\_\_\_

**(If sharing, list partner and your portion of cost)**

Partner: \_\_\_\_\_ Library \_\_\_\_\_

**Travel:**

Flight cost: \_\_\_\_\_

Expenses **to and from** airport: \_\_\_\_\_

mileage x \$0.575 = \_\_\_\_\_

Parking at airport \_\_\_\_\_

Per-dium for non-conference meals: \$69 x \_\_\_\_\_ days = \_\_\_\_\_

Total requested \_\_\_\_\_