

Library Continuing Education Stipend Program Criteria

The Library of Michigan (LM) strives to support libraries' efforts to provide quality services and programming to their communities. A major element of excellent service is empowering library staff to learn and implement new skills and best practices. The Library Continuing Education Stipend program helps by providing financial support for library staff continuing education. The program supports conference and workshop attendance and non-degree classes, **both virtual and in-person**. LM events are not eligible for stipends.

Current Michigan public, academic and school library staff are eligible to apply for continuing education stipends. Applications are made through the LM grant site. The program details and criteria are as follows:

Criteria:

- Current staff members (full or part-time) of eligible libraries may apply THROUGH their library, which is the applicant. The library staff member will be the continuing education attendee.
- Eligible libraries are legally established Michigan public libraries, academic libraries, or school libraries which meet the library eligibility standards:
 - Have one or more paid staff;
 - Have a regular schedule of library service;
 - Have a dedicated facility for library purposes;
 - Have an annual budget with funds reserved for library materials and services;
 - Have a record of resource sharing with other libraries;
 - And, if a public library, are CURRENTLY eligible for state aid to public libraries.
- Special libraries may apply as public libraries if they are:
 - Non-profit;
 - And allow public access to their services and collections.
- The library staff member's job must include duties that include direct provision of library services to library patrons or students.
- The attendee must be employed by the library through the entirety of the event to receive funding.
- The request must be for support to attend a national, state or regional workshop, institute, conference or class on a library program or service-related topic, either in person or virtually.
- LM workshops, conferences and events are **NOT** eligible for the program.
- Internal institutional events such as staff development days are **NOT** eligible for the program.
- Funding is available as a stipend payment for the amount approved after the event and required documentation are received.
- Funding amounts:
 - In State In-Person Event – One Day \$300
 - In State In-Person Event – Two Day \$600
 - In State In-Person Event – Three Day \$900
 - In State In-Person Travel Support \$150
 - Only if event site is more than 150 miles from the attendee's library one way.
 - Out of State In-Person Event \$1,600
 - Virtual Conference/Workshop/Class Registration fee/\$500 Cap

- All attendees must submit an article or presentation they shared with their local library community to the LM through the grant site before the stipend will be paid.
- An applicant may receive funding for only one event per fiscal year (October 1 through September 30).
- Applying does not ensure funding.
- Approved stipends may be rescinded if documentation is NOT submitted by the appropriate deadline.

Timeline:

- Applications may be submitted at any time.
- Applications will be reviewed every three months, on the last business day of March, June, September, or December, for continuing education events that are after the quarterly submission date. **Applications are currently being reviewed MONTHLY to allow libraries more flexibility during the COVID-19 crisis.**
- Applicants will be notified of the funding decision within two weeks of the last business day of the application review months (March, June, September, December).
- Successful applicants will be required to sign and return an agreement form within two weeks of notification of the award.
- Attendees must submit the completion form and the required article or presentation no later than 30 days after the end of the event to receive the stipend. These materials are submitted ONLINE in the grant site.
- Within 30 days of submission of the completion form and article or presentation, the LM will notify the attendee of the final approved amount.
- Failure to complete the steps listed above by the appropriate deadline may result in the stipend being rescinded.
- Libraries must be a State of Michigan vendor to receive funds.

Application Questions:

1. What type of library do you work for? Public, Academic, School or Cooperative
2. Library Name
3. Library's Complete Mailing Address
4. Library's EIN Number
5. School District Name (if a school librarian)
6. Library Cooperative Membership (if a public librarian)
7. If a PUBLIC library or an ACADEMIC library - You must be able to answer "YES" to all below
Have one or more paid staff
Have a regular schedule of library service
Have a dedicated facility for library purposes.
Have an annual budget with funds reserved for library materials and services
Have a record of resource sharing with other libraries.
If a public library, are you eligible to receive state aid for public libraries.
8. If a SCHOOL library – You must be able to answer "YES" to all below.
Has one or more appropriately certified staff (An all-subjects endorsement for elementary school librarians and an ND endorsement for middle school and high school librarians)

Has a regular schedule of library service
 Has a dedicated facility for library purposes.
 Has an annual budget with funds reserved for library materials and services
 Has a record of resource sharing with other libraries.

9. Applicant's First and Last Name
10. Applicant's Job Title
11. Applicant's Office Email Address
12. Applicant's Office Phone
13. Are you currently employed either full-time or part-time at the library listed below?
14. Have you received a Library of Michigan Librarian Continuing Education stipend in the last fiscal year?
15. Name of Library Director, Dean or School Principal

Event: Please tell us about the continuing education you want to attend. This can include workshops, conferences, institutes, or webinars.

16. Name of Event
17. Event Details: Event Host/Organizer, City and State
18. Start and End Dates of Event, MM/DD/YY to MM/DD/YY

Event Justification: Please provide for us in a narrative form, using complete sentences, information to answer the questions below.

19. What type of event would you classify this as?
20. Have you participated in this event previously?
21. Please tell us what you hope to learn from the event?
22. How do you plan to share what you learn locally?
23. Which knowledge sharing option are you willing to complete after your attendance at the event?

Brief slide presentation, to be presented by you for library staff at your library.

Brief article, to be shared with library staff at your library.

Funding:

24. What level of funding are you requesting?
 - a. In State In-Person Event – One Day \$300
 - b. In State In-Person Event – Two Day \$600
 - c. In State In-Person Event – Three Day \$900
 - d. In State In-Person Travel Support \$150
 - Available only if event is more than 150 miles from the attendee's library one way.
 - e. Out of State In-Person Event \$1,600
 - f. Virtual Conference/Workshop/Class Registration fee/\$500 Ma
 - Receipt must be submitted with completion form.

Certification:

25. By submitting this application, you are certifying that you are the applicant named above, that all the information provided on this application is true and accurate to the best of your knowledge, and that you have your library director, dean, or school principal's approval to

attend this training and to apply for this stipend. Uncertified applications will not be considered.