| PROFESSIONAL DEVELOPMENT GRANT Application | | | | |
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| Applicant Information | | | | |
| Name: | | | | |
| Name of Library: | Position: | | | Work Phone: |
| Work address: | | | | |
| City: | State: | | | ZIP Code: |
| EVENT Information | | | | |
| **Name of Event**: | | | | |
| **Date** of Event: | | | **Location** of Event: | |
| **Amount Requested**: |  | | Please Attach **Event Registration Form/Information** and **Travel Budget** | |
| Please Attach the **Event Agenda** and List the **Sessions to be Attended**: |  | |  | |
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| Relevance and use at Library | | | | |
| Please describe how the professional development opportunity you wish to attend is relevant to your current position and describe  how you plan to use the training in your position at your library. (if you need more space, you may add no more than one page) | | | | |
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| PAST Professional Development | | | | |
| Did you meet the State’s Continuing Education Requirement Last Year? (8 CE hours each year for public library directors; 6 CE hours every 2 years for paid staff) No state requirement for trustees or other types of libraries. | | | | Yes No N/A |
| What professional development events did you attend in the past year (do not list more than 4)  1.  2. | | 3.   4. | |  |
| Statement of Need | | | | |
| Have you received a professional development grant from the Office of Commonwealth Libraries in the last 12 months? Does your library, system or district have professional development or CE funds? If so, have you applied? Describe any financial distress of the library. | | | | |
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| Acknowledgement of Publication or Presentation Responsibility | | | | |
| How do you plan to share your experience? Do you plan to make a presentation or Submit to the Compendium or another publication? Give an approximate timeline. (PRESENTATION MUST BE ARRANGED WITH THE oFFICE OF cOMMONWEALTH LIBRARIES WITHIN 2 WEEKS AFTER ATTENDANCE AT THE EVENT; SUBMISSIONS MUST BE made WITHIN 3 WEEKS AFTER ATTENDANCE). | | | | |
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| **Signature: Date:** | | | | |

Please send application and any attachments to [ra-libdev@pa.gov](mailto:ra-libdev@pa.gov) with the subject line: PROFESSIONAL DEVELOPMENT GRANT   
Application deadline is **February 29** at 5:00pm for events to be held from March 1, 2016 through May 31, 2016  
Application deadline is **May 13** at 5:00pm for events to be held from June 1, 2016 through August 31, 2016  
Notification of acceptance will be made within 10 days. Payment will be on an eligible receipt and reimbursement basis.