| PROFESSIONAL DEVELOPMENT GRANT Application |
| --- |
|  Applicant information  |
| **Name of Person Attending Event:**  |
| **Position:** | **Email:** | **Work Phone:** |
|  **Contract will be written with the Employing Library listed below:** |
| **Name of Director: Email:**  |
| **Name of Library: Phone:** |
| **Address:** |
| **FEIN: VENDOR #:** |
| **City:** | **State:** | **ZIP Code:** |
| EVENT Information |
| **Name of Event**:  |
| **Date** of Event: | **Location** of Event: |
| **Amount Requested**: Please Attach **Travel Budget and Event Registration Form/Information** (please do not provide website links in lieu of attachment)  |
|  Please **Attach the Event Agenda** and **List the** **Sessions to be Attended.**  Please **do not** provide website links in lieu of attachment  **Circle the grant priority addressed by this training:** 1.Accessible website development and technology 2. Board member training (except fundraising) 3. Community engagement 4. Computer or technology devices or services   5.Facilities management 6.Financial literacy7.Measuring and evaluating8.Science Technology Engineering and Mathematics(STEM) 9.Strategic planning 10. Teen Services |
| 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) |
|  **PAST PROFESSIONAL DEVELOPMENT** |
| What professional development events did you attend in the past year (do not list more than 4): **STATEMENT OF NEED** | Did you meet the State’s Continuing Education Requirement Last Year? Yes No NA(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. |
| 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. |
|  Acknowledgement of Publication or Presentation Responsibility |
| How does the person attending the event plan to share their experience? Does the attendee plan to make a presentation or submit an article to the Compendium? Give an approximate timeline: |
| **Signature of Person Attending Event: Date:****Signature of Library Director: Date:**  |

Please send application and any attachments to ra-lsta@pa.gov with the subject line: PROFESSIONAL DEVELOPMENT GRANT
Second round application **deadline is** **January 2**, 2016 at 5:00pm for **events to be held from January 15 through April 30**
Notification of acceptance will be made within 15 working days of deadline. Payment will be on an eligible receipt and reimbursement basis.
Grant guidelines will be available on the LSTA website: http://www.statelibrary.pa.gov/Libraries/Subsidies-and-Grants/