



State of Vermont
Department of Libraries
 60 Washington Street, Suite 2
 Barre, VT 05641

Tel: 802-636-0040

Agency of Administration

Vermont Department of Libraries
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT
Application
State Fiscal Year 2019 - Federal Fiscal Year 2018

Continuing Education (CE) Grants for
Association for Rural & Small Libraries (ARSL) Conference
Burlington, VT September 4th -7th, 2019

Read the Guidelines for this grant before completing the application. Applications must be mailed to Joy Worland, Vermont Department of Libraries, Continuing Education and Small & Rural Libraries Consultant, 60 Washington Street, Suite #2, Barre, VT 05641 and postmarked by March 22, 2019.

In applying to this grant, the LIBRARY is the APPLICANT. Please complete the grant application. Then print and sign the document. *For your records, we recommend copying or scanning the application upon obtaining the necessary signatures.*

Library Applicant & Conference Attendee Information

Applicant Library	
Library Address	
Conference Attendee Name & Title	
Conference Attendee E-mail	
Library Director Name & Email	

Check this box if your library plans on applying for: (You may select both, if applicable)

- UP to \$900** (Full Grant) - *15 Available Grants*
- Up to \$450** (Partial Grant) – *25 Available Grants*

1. How will attending the 2019 ARSL Conference assist the library and its community? *(Discuss your goals for attending and anticipated post-conference community impact)*

2. Please provide the annual budget for your library: _____

3. Does your organization provide time and financial support for continuing education?
 If so, please briefly describe how. Yes_____ No_____



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4. Please check the most appropriate box:

- Have you ever attended an ARSL Conference? Yes _____ No _____
- Have you ever attended a national conference? Yes _____ No _____
- Has the Department of Libraries provided funding to send the employee listed on this application to the ARSL conference previously? Yes _____ No _____
 If so, when?

5. BUDGET

Research and provide an estimate of your costs below. The award will be based on the total in the LSTA column, but all awards are subject to review and approval. See Sample Budget in Guidelines for explanation, if needed.

2019 ARSL Registration prices:

- Early bird member - \$275
- Early bird Non-member - \$340
- Non-early bird member - \$330
- Non-early bird non-member - \$415

Grant Award winners will be responsible for obtaining their own accommodations for the 2019 ARSL Conference.

	2019 ARSL FULL GRANT BUDGET REQUEST	LSTA Funds Requested (Limit Up To \$900)
<i>Travel</i>	ARSL Conference Registration ¹	
	Auto mileage (if needed); reimbursed at \$0.545/mi ² (Round Trip) Click here to enter text. miles X \$0.545/mi.	
	Other travel expenses: e.g. luggage fee, taxis, shuttles, other transportation	
	Hotel: Provide nightly rate and number of nights here: ³ Click here to enter text.	
	TOTAL	

	2019 ARSL <u>PARTIAL</u> GRANT BUDGET REQUEST	LSTA Funds Requested (Limit Up To \$450)
<i>Travel</i>	ARSL Conference Registration ¹	
	Auto mileage (if needed); reimbursed at \$0.545/mi ² (Round Trip) <i>Click here to enter text.</i> miles X \$0.545/mi.	
	Other travel expenses: e.g. luggage fee, taxis, shuttles, other transportation	
	TOTAL	

1. VTLIB encourages applicants to register during the EARLY BIRD REGISTRATION for the discounted rates.
2. VTLIB encourages applicants to consider carpooling, ridesharing, etc. when possible to aid in the disbursement of funds to a larger pool of applicants.
3. VTLIB encourages applicants to economize on lodging considerations (i.e. room share, Airbnb, home share) to aid in the disbursement of funds to a larger pool of applicants. The ARSL Conference has established rooms blocked at the discounted rate: \$149. That is for any type of room, while supply lasts.
4. **There must be separate grant application for each library employee. Libraries with multiple applicants should submit applications as a group.**
5. **LSTA funds cannot be used for food such as meals and other ancillary expenses.**

6. SIGNATURES

Participating employee must complete and sign this page, certifying intent to attend the ARSL Conference and meet all requirements. If the library director or library trustee is applying for this grant, please have the Chairperson of the Library Trustees sign the form.

Employee signature

Date

I have read and understand the guidelines for this LSTA CE Grant. I have read and understand my employee's statement and I understand that a report will be required by October 31, 2019, and receipts are due October 1st, 2019. All statements made in this application, and all information provided, are true and correct.

Library Director Signature

Date

If there are questions about this grant contact Joy Worland, Joy.worland@vermont.gov, 802.636.0027
 To submit a comment or question about the administration of LSTA grants, please contact the Vermont Department of Libraries, Interim State Librarian, Jason Broughton, jason.broughton@vermont.gov, 802.636.0031



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