MLA Educational Grants Award Application Process

The Professional Development Panel Educational Grants Subcommittee awards grants based on established review criteria and according to funding approved yearly by the MLA Executive Board.

# Eligibility

* Membership in MLA for a minimum of 6 months prior to the date of application is required for consideration.
* Current members of the Professional Development Panel Educational Grants Subcommittee are not eligible.

# Qualifying Activities

* Grants of up to $500 are available for workshops, conferences, pre-conferences, and library science courses and undergraduate courses at all levels, based on available funds and the number of applications. Non-credit bearing courses that are approved for certification renewal are also eligible.

# Criteria

The review committee will use the following criteria in making award decisions:

* Quality of submitted application, including thoroughness and attention to detail. Hand-written applications will not be reviewed.
* The activity's potential value or return on investment.
* The applicant's level of involvement in MLA.
* The applicant’s previous MLA Educational Grant Award history. (Any MLA member may apply; however, priority may be given to those who have not previously received funds.)
* The credentials of the activity’s sponsor.
* Equity of distribution among staff of the various types of libraries (i.e., academic, public, school, and special), among different types of members (clericals, paraprofessionals, professionals, students, etc.), and among members from different geographical regions.

# Application & Reimbursement

* Deadlines for applications to be received in the MLA Office are January 15 and July 15 of each year.
* The Educational Grants Subcommittee will announce the awards within one month after each deadline.
* Applicants may seek funding for an activity that will occur during the next six months or that occurred during the previous six months
* Applicants receiving funds from another source must provide details of such funding and show that MLA funds are needed as a supplement.
* The grantee will be reimbursed after the activity has been attended and when the grantee has submitted one of the following to the MLA Office: 1. an academic transcript for college courses, 2. a CEU form with all of the relevant information filled out, or 3. a brief statement outlining the program, your attendance, and what you learned from the activity.

**Application Process**

* Complete the attached form, providing all the information asked for. An incomplete application may result in disqualification for consideration.
* Applications must be typed. Hand-written applications will not be considered.
* Submit your completed application to Maryland Library Association, Attn: Educational Grants Subcommittee, 1401 Hollins Street, Baltimore, MD 21223.
* Questions? Please call the MLA office at 410-947-5090.

MARYLAND LIBRARY ASSOCIATION

MLA Educational Grants Application

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which of these terms best describes your present position?

\_\_\_\_\_Clerical \_\_\_\_\_Paraprofessional \_\_\_\_\_Professional \_\_\_\_Student

\_\_\_\_\_Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request is for \_\_\_\_Workshop \_\_\_\_Conference \_\_\_\_Preconference

\_\_\_Library School \_\_\_Undergrad. \_\_\_Non-credit (approved for certification renewal)

Course(s) or workshop title(s) **including the name of the sponsoring organization** (must attach flyer or provide description):

Date(s) of activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What value or return on investment will this activity provide to you and/or your library/organization?

Describe your current and previous involvement in MLA:

Specify any and all funds supplied by other source(s) indicating amounts and/or to what degree reimbursement may occur if based on grade (please explain why MLA funds are also needed):

Amount of Reimbursement requested: (Must be filled in for consideration)

Registration/tuition \_\_\_\_\_\_\_\_\_\_\_\_\_

Mileage \_\_\_\_\_\_\_\_\_\_\_\_\_

Meals (if activity is longer than ½ day) \_\_\_\_\_\_\_\_\_\_\_\_\_

Lodging \_\_\_\_\_\_\_\_\_\_\_\_\_

Other (please specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Total expenses \_\_\_\_\_\_\_\_\_\_\_\_\_

Total funds from other sources \_\_\_\_\_\_\_\_\_\_\_\_\_

Difference \_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested from MLA Total: \_\_\_\_\_\_\_\_\_\_\_\_\_

*Office Use Only*

Member of MLA for at least 6 months prior to the date of this application? Yes / No

Previous awards

|  |  |
| --- | --- |
| Amount | Date |
|  |  |
|  |  |
|  |  |

SUBMISSION DEADLINES: JANUARY 15 AND JULY 15

SUBMIT COMPLETED FORM TO:

MARYLAND LIBRARY ASSOCIATION

ATTENTION: EDUCATIONAL GRANTS SUBCOMMITTEE

1401 HOLLINS STREET

BALTIMORE, MD 21223