

## ACLCP Policy Statement 005

### Continuing Education Grants

#### Section 1: Purpose

1. ACLCP recognizes continuing education as one of the organization's particular strengths including our conference programs, workshops, and discussion group activities. Another way to meet the continuing education needs of members is to provide some financial support for members to participate in other educational activities.
2. The ACLCP Governing Board has established this program whereby continuing education grants for up to \$1000 per individual are awarded for registration, tuition or fees incurred for classes, workshops or conferences that are pertinent to the work of the applicant and the goals of ACLCP.
3. The maximum amount of funding available for the grants program in any given year is \$4000. There is no limit to the number of individual awards made per institution.
4. While there is no limit to the number of individual awards made per institution, libraries asking for multiple awards in a year will be asked to prioritize applications.

#### Section 2: Criteria

1. The applicant must be an employee of an ACLCP member institution and submit an application outlining the purpose of the research or publication.
2. The application must include the endorsement of the applicant's library director.
3. Grants are intended for direct support of continuing education. There is the expectation that applicant will share their learnings with the ACLCP membership in some form including programs, posters, SIG presentation or other contribution to the members.
4. Applicants may not use grants toward credit for a degree.
5. Grants will not be awarded to attend ACLCP sponsored events.
6. The grant must be used within 12 months of its award. At least one year must pass between the receipt of one grant and the next by any individual.
7. Grants are only awarded for future activities; no retroactive grants will be considered.
8. Those who have received the maximum allotment in any given year may have a lower priority in the next funding year.
9. Food costs will not be covered by the grant unless they are part of the registration fee.

#### Section 3: Application Process

1. Applications for grants must be submitted to the Executive Committee by email at [grants@aclcp.org](mailto:grants@aclcp.org) for consideration twice a year.
  - **Spring Cycle – May 1** is the deadline for all applications.  
*Applicants will be notified of decisions before June 1.*
  - **Fall Cycle - November 1** is the deadline for all applications.  
*Applicants will be notified of decisions before December 1.*
1. The review process will be a "blind" one. The Secretary will separate the cover sheet from the rest of the request so that the Executive Committee will not know the originator of the request.
2. Awards are made at the discretion of the Executive Committee. Preference will be given to requests that benefit ACLCP. The Executive Committee will make every effort to award grants in a timely fashion.

3. The Executive Committee Secretary will maintain the records of all awards for four years.

#### Section 4: Post Award

1. Each recipient will be required to prepare a brief report of his or her experience for posting on the ACLCP Web site.
2. The recipient must submit the paid invoices and/or receipts to the Treasurer for reimbursement.
3. No reimbursement will occur unless the grant report is submitted to the ACLCP Secretary.

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