KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

Library Services & Technology Act Grant
2024 Conferences Grant Guidelines

KY Department for Libraries & Archives
PO Box 537
300 Coffee Tree Rd.
Frankfort, KY 40602-0537
Telephone: (502) 564-8300
https://kdla.ky.gov

Contents

Overview

Thank you for your interest in the Library Services and Technology ACT (LSTA) Conferences Grant offered by the Kentucky Department for Libraries & Archives (KDLA). Funding is provided by the Grants to States program administered by the Institute of Museum and Library Services (IMLS). This grant supports KDLA's five-year strategic plan to increase institutional capacity by providing funding for public library staff in Kentucky to participate in library job-related in-person and virtual conferences.

The application for this grant will be available from June 15, 2024, through August 15, 2024, or until funding is exhausted. Library applications will be approved on a first come first served basis. This is a reimbursement grant. Recipients will be reimbursed after conference attendance and the library requests a reimbursement. Submission of proof of payment documents, including invoices, and receipts is required to receive reimbursement

Award Information

KDLA has allocated a total of $43,500 for this grant. Eligible libraries will submit one application per conference. KDLA will reimburse conference expenses for up to **two staff** members per library. Reimbursements are available **UP TO** the following amounts:

- Virtual: $250 per person for a total of $500 per library
- In-state: $500 per person for a total of $1,000 per library
- Out-of-State Driving: $1000 per person for a total of $2,000 per library
  (covers conferences within driving distance of adjoining states such as OH, OH, IN, IL, TN, or WV)
- Out-of-State Flying: $1800 per person for a total of $3,600 per library

Eligibility

Eligibility Requirements

Legally established public libraries in Kentucky that meet all the following requirements are eligible to apply. KDLA's Public Library Determination

1. All applicants must have a current and active UEI number and SAM.gov (System for Award Management) registration. Information on how to check the status or obtain a UEI number may be found at SAM.gov | Duns - Sam UEI
2. Have a library director who is properly certified by the Kentucky State Board for the Certification of Librarians; and
3. If your organization is an SPGE, be in good standing with the Department for Local Records.

Eligible Conferences

KDLA encourages libraries to attend conferences that support their needs. Any conference that offers training aligned with approved library standards and practices and occurs within the grant timeline is eligible for funding. Additional conferences that provide training in library support services such as human resources, leadership, management, technology, archival services, etc are also eligible.

Eligible expenses

Grant funding will cover the reimbursement of registration fees, training materials, plane tickets, car rentals, hotel expenses, gas, and parking fees incurred while attending a library job-related conference.

Mileage will be reimbursed for travel to and from conference locations according to the rates set by the Commonwealth of Kentucky, which can be found on the State Employee Travel webpage. When calculating mileage, the library should be the starting and ending location. Mapping tools like Google Maps should be used to determine the most direct route rather than odometer readings. The mileage calculation should not include commuting mileage between home and the library.

Ineligible costs:
This grant will **NOT** cover meals purchased during the training or travel expenses not associated with the conference.

Grant Timeline
The following grant activities will occur during the following timeline.

Dates	Activity Description
June 15, 2024 – August 15, 2024	Submit Applications – applications will remain open during this time as long as funding is available. Allow 2-3 weeks for notice of funding.
July 1, 2024 – September 30, 2024	Recipients will receive notice of the award and can attend conferences.
September 15, 2024	**Last day to request reimbursement and submit final report and receipts. All documents verifying proof of expenses must be dated between June 15th, 2024, and September 30, 2024, to be eligible for reimbursement.**

Application and Submission Information
Applications
KDLA uses a grant management system (GMS) called Submittable to administer grants. All grant activities including notifications, communication, and submitting reports and documentation will occur through the GMS.

To apply for this grant, applicants must create an account with Submittable. Applicants should add the following email address to their contacts to ensure that emails do not go to Spam. notifications@email.submittable.com. If you need technical assistance information can be found on the FAQ page or email the support team at support@submittable.com for help.

Only individuals authorized by the library may submit applications. The application must be electronically certified by an authorized individual to enter into contracts. Applications should be submitted early to avoid delays due to technology or Internet service issues. Applications will not be accepted after the due date in the timeline unless the deadline is officially extended. A PDF copy of the application is available offline. Applicants may submit applications to KDLA.librarygrants@ky.gov as a last resort due to technology or accessibility-related issues.

Application Review
Awards will be given on a first-come-served basis; however, KDLA staff will review applications for eligibility and completeness. KDLA reserves the right to deny funding applications based on eligibility criteria. Recommendations for funding will be forwarded to the State Librarian for final approval.

Notice of Award and Acceptance

Recipients will receive notification of the status of their application within 2-3 weeks of applying.

Reimbursement Information

Libraries will request reimbursement after attending the conference using the GMS. Reimbursement requests should cover the full amount rather than partial payments. Proof of payment such as invoices, receipts, or billing statements must be submitted with reimbursement requests. Checks will be mailed to grant recipients upon approval of receipts, invoices, billing statements, etc **All documents verifying proof of expenses must be dated between June 15th, 2024 and September 30, 2024, to be eligible for reimbursement. The final date to submit reimbursement requests is September 15, 2024.**

Recipient Requirements

Financial Reports

Recipients will submit financial reports and verifying documents using their GMS account. Reminders will be emailed to fill out reports according to submission dates outlined in the Timeline. These reports facilitate communication with KDLA regarding expenses incurred. Recipients needing more time to complete reports are required to contact the Grant Administrator. Failure to submit reports will impact a library's eligibility to apply for future KDLA grants.

Acknowledgments

Grant recipients are required to acknowledge IMLS on any public-facing information or resource purchases made with grant funds according to the IMLS Grantee Communications Kit.

Records Retention

All grant-related documents are subject to Kentucky Retention Schedules and should be kept for a minimum of **three years** after the end of the grant period. Grant records are also subject to the federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

Contact Information

For additional information contact one of the following KDLA staff members.

Project Monitor
Alicia McGrath
Ph: 502-564-1727
Alicia.Mcgrath@ky.gov

Grants Administrator
Dena Ratliff Warren
Ph: 502-564-6152
KDLA.librarygrants@ky.gov