

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

Library Services & Technology Act

2025 Continuing Education Grant Guidelines

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This grant is made possible through funds provided through the Library Services and Technology Act and administered by the Institute of Museum and Library Services.

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Continuing Education Grant Guidelines

Overview

Thank you for your interest in the Continuing Education Grant! This grant is made possible by funding from 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 1) enhancing the skills of the current library workforce and leadership and 2) advancing the delivery of library and information services. Grant funds may be used for continuing education opportunities such as college classes, training courses, fee-based webinars, conferences, training consultants, and supplies associated with continuing education activities. **Applications are due by July 31, 2024 to be considered.**

Award Information

KDLA has allocated \$37,000 for this grant. Final award amounts will be determined using a tiered system based on the number of full-time library staff as reported in the most recently published Annual Report of Kentucky Public Libraries. Award tiers are outlined below.

AWARD TIERS		
Library Size	Number of Staff	Award Amounts Per Library
Large	40+	\$5,000
Medium	15-39	\$4,000
Small	6-14	\$3,000
Very Small	1-5	\$2,000

Grant Timeline

The following is an outline of grant activities.

Dates	Activity Description
TBA	Information webinar
June 13 – July 31, 2024	Submit application
August 15, 2024	Award notifications
October 1, 2024	Grant begins. Purchases can be made.
November 2024	Checks mailed.
April 17, 2025 Time: 3 - 4 pm	Library Link Up – Live virtual meeting to share knowledge gain/ideas. Links will be emailed.
August 21, 2025 Time: 3 - 4 pm	Library Link Up – Live virtual meeting to share knowledge gain/ideas. Links will be emailed.
April 30, 2025	Due: Progress Report, Financial Report, and Invoices
August 31, 2025	Grant ends. No grant funds can be spent after this day.
September 30, 2025	Submit the final Progress Report, Financial Report, and Invoices

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. Be in good standing with the Department for Local Records.

Eligible Expenses

Expenses covered by this grant include the following;

- Fees associated with conferences, webinars, classes, or training
- Travel to and from conferences including (mileage, parking fees, plane tickets, and rental cars)
- Tuition costs and related school fees
- Materials such as textbooks, e-books, CDs, software, etc.

Ineligible Expenses

- Membership fees for professional organizations
- Meals

Application and Submission Information

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. For technical assistance go to the [FAQ page](#) or email the support team at support@submittable.com.

Only individuals authorized by the library may submit applications. The application must be electronically certified by an authorized individuals 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 official due date. 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

Grant applications are reviewed by a committee using a scoring rubric. Selection committees may include the Project Monitor, a KDLA staff member, and a representative from another library that has not applied for the grant. Recommendations for funding will then be forwarded to the State Librarian for final consideration.

Notice of Award and Acceptance

All applicants will receive written notification of awards. Grant recipients will be required to electronically sign a Memorandum of Agreement to accept the terms of the grant. KDLA can modify or cancel a grant solicitation before a contract is signed.

Payment Information

Checks will be mailed to grant recipients and must be deposited into a separate bank account.

All grant funds must be spent within the grant timeline.

Unused Grant Funds

Libraries receiving grant funds that do not attend the conferences or classes must contact KDLA for approval to complete alternate activities or arrange to return grant funds. If a library does not utilize all funds, remaining funds of up to \$50 may be allocated towards staff development resources, such as training materials, manuals, audio-visual resources, or books. Any unused amounts exceeding \$50 must be returned to KDLA. Libraries returning funds to KDLA will receive an invoice.

Recipient Requirements

Reports

Recipients will submit progress 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 the progress made and 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.

Project Amendments

After a grant has been approved, any changes that alter its line-item budget, or activities, must be presented to KDLA for approval. Recipients needing to amend their project should contact KDLA at least four (4) weeks before the end of the grant period. Changes are not allowable until KDLA has granted written approval. Budget amendment forms are available upon request.

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 subject to the federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

Dissemination

All grantees will participate in one of two Library Linkups facilitated by KDLA to share what they learned. Library Linkups dates and times are located in the Timeline section of this document.

Libraries are encouraged to consider additional optional post-conference activities that promote knowledge transfer such as presenting at a conference, providing training to library staff, or recording a webinar. Passive forms of dissemination such as website development, toolkits, handbooks, guides, or articles written for professional journals may also be considered.

Contact Information

Project Monitor

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