

**Oklahoma Department of Libraries
Continuing Education Conference Grant
FY-21 Library Services and Technology Act Grant**

***Please read entirely before filling out the Conference Grant Application**

Purpose	This LSTA Grant, offered through the Institute of Museum and Library Services, is for the purpose of educating library professionals and improving library service in the state. In accordance with the Public Library Academy Manual, the certification program is to ensure that “public libraries in this state be administered and staffed by trained personnel...library staff must increase their skills and knowledge through continuing education in order to keep abreast of developments in the information age” in order “to improve library service throughout the state.”
Grant Opportunities	Applicants will be able to apply for a scholarship to: Texas Library Association , April 25–28, 2022 in Ft. Worth Texas https://txla.org/annual-conference/ Oklahoma Library Association , March 9–11, 2022 in Tulsa, OK New Director’s 101 OLA Pre-conference https://www.oklibs.org/page/annualconference
Applicant Eligibility	Applicants must: <ul style="list-style-type: none">• Be level 1, 2, 3, 4 or 5 active, certified library staff• Must be currently employed in a public library in Oklahoma• Must have earned less than \$45,000 in 2019 (gross income)• Public libraries and systems must be eligible for State Aid in FY21 New Director’s 101 Pre-Conference eligibility: <ul style="list-style-type: none">• Hired as director after January 1, 2020
Grant Funds	\$22,000 available funds for FY22 Grant
Requirements	Eligible librarians are to: <ul style="list-style-type: none">• Fill out and submit application online by DEADLINE of December 13, 2021• Turn in receipts and conference report; only receipted expenses funded• Complete post-conference narrative report and survey; report will include knowledge/skills gained, measurement of success, application of learned information to individuals’ library

- Pay all initial costs; all approved funds will be awarded as a **Reimbursement Only**.
- Submit **Final Report within 30 days of last day of conference**.

Funds will be disbursed until exhausted. Disbursement of funds, no more than \$3000 per library or system, will be prioritized as such:

- Applicants who have never received a conference grant
- Applicants who have received one prior grant
- Applicants who have received two prior grants
- Applicants who have received three prior grants, and so on

Conference Grant Miscellany

1. FY22 Conference Grant funds must be spent **by September 20, 2022**
2. Grant recipients should **keep all copies of conference receipts, invoices, contracts, etc. to include in final grant report**
3. Budget may include indirect costs. As defined in federal regulations, *The Department will honor a sub-recipient's federally-negotiated indirect cost rate if one already exists. If no such rate exists, the SLAA must honor either a rate negotiated between the SLAA and the sub-recipient (in compliance with federal guidelines) or the minimum rate of 10 percent of the sub-recipient's modified total direct costs (MTDC). See 2 CFR 200.331*

An Indirect Cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization.

Choose one of these three options:

- *Use a current indirect cost rate that has been negotiated with a federal agency. Include a copy of the current negotiated agreement as an attachment.*
- *Use a rate not to exceed 10% of total direct costs if you have never had a federally negotiated indirect cost rate.*
- *Do not include any indirect costs.*

NOTE: Indirect costs requested in the proposal must be clearly described in the budget, including how the amount was calculated. Actual indirect costs paid with grant funds must be itemized in the final report.

4. Funded conference grants must agree to the Terms and Conditions of funded projects. **IMLS requires that the city and/or library must meet all federal laws upon acceptance of the funds and signed contract in conjunction with the grant.**