

MEMORANDUM:

To: Member Library Directors
From: Mark Arend, Interim Assistant Director
Subject: 2005 Kay Swan Grant program

Winnefox has allocated \$500 for Kay Swan Grants for 2005. This money is available to any System library director to further their education beyond the minimum requirements for certification. It is aimed at allowing Directors to attend opportunities they, or their libraries, might not ordinarily be able to afford.

- Member libraries are expected to provide funds to assist their directors attain certification. This grant may not be used for core courses.
- Examples of purposes that Grant funds can be used for include:
 - Credit or non-credit classes from educational institutions
 - Workshops or other programs sponsored by library or non-library organizations
 - Internet-based courses or workshops
 - Attendance at professional conferences
 - To assist the director of a class II or III library earn an MLS.
- Grant funds may be used for tuition/fees, texts, lodging, or travel.
- The maximum grant per person is \$150 (if funds remain unspent by the end of November grants in excess of \$150 will be considered).
- Funds are granted on a matching basis.
- Librarians using these funds will be expected to furnish the System with proof of successful completion of classes. For technical college, college, or university classes this means a “c” grade or better. Librarians or their employing library will be asked to refund money for classes not completed successfully.
- Funds are available on a first come, first serve basis. System staff may, at their discretion, provide less than full funding for a course depending on the time of year and the availability of funds. Directors may apply for funds for the next fiscal year as soon as the annual system budget is approved.
- Please see the attached form for registration/reimbursement procedures.

**Winnefox Library System
Request for Educational Assistance
Kay Swan Grant**

Name: _____ Todays Date: _____

Library: _____ Position: _____

Phone: _____ Email: _____

Name of Course/Program: _____

Institution: _____ Date(s): _____

Total Registration Cost: _____ Text Cost: _____ Travel/
Lodging Cost: _____

Amount Requested: _____ Refund to Staff Pay Institution

Amount library or individual is paying: _____

- For Refunds: Attach a receipt and proof of completion
- If we are to pay the institution, please attach a completed registration form. Forward proof of completion when it is received.
- Requests for registration should be received as much in advance of the program as possible.

Signature _____

Please attach a short statement (one or two paragraphs at most) describing the learning opportunity and how it will benefit you and/or your library.

For Winnefox Use Only:

Approved By: _____ Paid/Mailed by: _____ Date: _____