



Professional Development Grant Guidelines

PURPOSE OF THE AWARD

The purpose of the North Carolina Community College Library Association (NCCCLA) Professional Development Grant is to encourage professional development and participation by members in NCCCLA activities. Applicants must be current NCCCLA members who are presently employed at a North Carolina Community College Library.

AWARD and AWARD CRITERIA

The NCCCLA Professional Development Grant will help finance attendance at a professional development opportunity, including but not limited to conferences, workshops, webinars, or courses that will benefit library staff. It may be used to cover travel, lodging, registration fees and some incidental expenses.

The selection of grant recipients rests solely with the NCCCLA Scholarship Awards Committee, which is composed of NCCCLA members. Applications are due to the chairperson by **June 1** of each year. Selection will take place on or before **June 30** of each year. Applicants will be notified of the committee's decision as soon as possible after the deadline.

Two awards in the amount of up to \$200 each will be given to be used for the following fiscal year (July 1 – June 30). One librarian and one paraprofessional will be selected to receive a stipend. If no applications are submitted from either category (librarian or paraprofessional), there will be only one recipient.

The committee will consider the following in its deliberations:

- How the applicant intends to use the professional development experience at his/her home institution as well as local and state associations.
- The impact of winning the grant on the applicant's current position and/or future career options.

The committee does not consider geographic location, age, sex, religion, race or national origin.

CONDITIONS OF GRANT ACCEPTANCE

All recipients will be asked to sign an acceptance statement agreeing to the following:

1. Recipients will provide confirmation in writing from his or her employer that he or she has approval to accept the grant and to meet the requirements of the professional development grant.
2. If the recipient is unable to complete the terms of this grant, he or she must notify the NCCCLA Awards Committee and return any funds received under the grant.
3. Recipients will submit receipts to the NCCCLA Treasurer for reimbursement (up to \$200)
4. Recipients will respond to a follow-up survey by the NCCCLA Board and will be strongly encouraged to share their experiences at the NCCCLA conference or a district meeting in the following months.
5. Past recipients may not apply.

Questions regarding application for the NCCCLA Professional Development Grant may be directed to:

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Approved by NCCCLA Executive Board 10/25/2012