

Oklahoma Department of Libraries

Continuing Education Grant

FY-25 Library Services and Technology Act Grant

***Please read entirely before filling out the Continuing Education 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 development 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 the conference or continuing education opportunity of their choosing. The opportunity can be virtual or in person.

Applicant Eligibility

Applicants must:

- Be **active, certified** library staff
- Must be currently employed in a public library in Oklahoma
- Must have earned \$55,000 or less in 2024 (gross income)
- Public libraries and systems must be eligible for State Aid in FY24

Grant Funds

\$6,500 available funds for FY25. Requests under \$1000 will be prioritized. The conference grant will close if all funds are exhausted before the deadline.

Grant Requirements

Eligible librarians are to:

Identify a continuing education opportunity, gather registration and travel costs. Early-bird registration rates are prioritized. Applicants will need to identify how the opportunity will support their work at the library.

Fill out and submit application. Applications will be reviewed on a rolling basis until funding is exhausted. **All applications must be received by July 20, 2026. All continuing education activities must be completed by August 20th.**

Turn in receipts & continuing education report; **only receipted expenses, travel, and per diem funded** **Complete final report and survey within 30 days of last continuing education activity.** Report will include knowledge/skills gained, measurement of success, and application of learned information to individuals' library. Pay all initial costs; all approved funds will be awarded as a **Reimbursement Only**.

Funds will be disbursed until exhausted. Disbursement of funds, 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, & so on

Continuing Education Grant Miscellany

1. FY25 Continuing Education Grant funds must be spent **by September 30, 2025**
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.**

Applications must be submitted online

By Deadline of July 20, 2026