

NHLA Continuing Education MacDonald Fund Grant Application

MacDonald Fund Grants may be used for credit or non-credit courses, workshops, and webinars or other continuing education opportunities to enhance and build on your library knowledge. Classes or workshops may be offered by NHLA, or other library association, online education classes; and classes offered by educational institutions. The funds may not be used for conference attendance.

Maximum total grant award per applicant in a fiscal year is \$300.00. This is based on a first-come, first-served basis, as we have an allotted budget for these grants.

Criteria:

- Must be a member of NHLA
- Application must be complete, including supporting documents, such as proof of registration or proof of payment.

Please allow up to six weeks to receive payment or reimbursement.

APPLICATION QUESTIONS

Full Name _____ Date _____

Address _____

Phone _____ Email _____

Library/Institution Name: _____

Continuing Education Class or Workshop Title: _____

Location of Class or Workshop: _____

Who (institution or association name) is providing the training? _____

What kind of training is this? In-person workshop/class/course Webinar Online course

What do you hope to learn and how will you apply this at your library? (300-500 words) _____

COST/REIMBURSEMENT SECTION

Please include all the costs you would like the Continuing Education Committee to consider.

Mileage

If you are applying for mileage reimbursement, there must be a minimum of 50 round trip miles.

Starting location (home or library, whichever is closer) _____

Ending location (where the training is located) _____

Total roundtrip miles _____ x _____ (federal mileage rate) = \$ _____

Tolls (if applicable) \$ _____

Total mileage cost \$ _____

Fees

Workshop/Class/Course Fee (must upload or attach proof of registration and/or payment) \$ _____

Total costs \$ _____

Who and where should the check be sent to?

Name _____

Address _____

Instructions: Please complete this application and email to Deb Hoadley, CE Chair, at director@sandownlibrary.us. You can also mail this application to Deb Hoadley, CE Grant Fund Application, Sandown Public Library, P.O. Box 580, Sandown, NH 03873. If you have any questions, please email or call Deb Hoadley at 603-887-3428.