



2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

2013 Staff Development Grants

Background

At its October 25 meeting, the NLS Administrative Council approved an allocation of \$30,000 to be used to fund a Staff Development Grants for calendar year 2013. The Administrative Council expects that this investment in staff skills and knowledge will be of considerable value to NLS member libraries.

Funding Limits

Grant applications may not exceed \$3,000 or be less than \$300.

Process for Grants

1. Library Director must approve the application and the award will be made to the library, not to the individual.
2. Grants can cover the costs of travel, meals and registration but may not include the costs of replacing the person attending the staff development opportunity.
3. An application may be made for one individual or for two or more to attend as a team. If the requested amount would exceed \$3000, submit separate applications for each attendee.
4. Applications must be submitted at least 90 days prior to the date of the event or meeting.
5. Applications will be reviewed and approved by the Executive Director of PLS (the contractor for NLS administrative services). Upon approval, a check for the full amount of the grant will be sent to the library.
6. Within 30 days of completion of the staff development activity, the attendee(s) must submit to the Executive Director a brief report stating what they have gained from attending and how they have applied or plan to apply the knowledge gained. These reports may be posted on the NorthNet Library System website or shared with member libraries through other distribution methods.
7. Submit applications to Wendy Cao, caow@plsinfo.org.

Questions?

Contact Jane Light (lightj@plsinfo.org or 650-533-0548) or Linda Crowe (crowe@plsinf.org or 650-349-5538).



NorthNet
Library System
Connecting Northern California Libraries

2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

2013 Staff Development Grant Application

Please provide the following information in a Microsoft Word document. Send the completed form to Wendy Cao, 2471 Flores Street, San Mateo, CA 94403 or email caow@plsinfo.org.

Questions? Contact Jane Light at lightj@plsinfo.org or 650-533-0548

1. Library applying for funding _____
Director's Name and Phone _____
Director's Email _____
Mailing Address _____
2. Name of Staff Development Opportunity Attendee(s) _____
Email and phone _____
3. Amount of funding requested _____
Registration _____
Travel _____
Lodging and meals _____
Other _____
4. Information about the staff development opportunity (name of event, sponsoring organization, location, dates, etc.)