

Northern Lights Library Network (NLLN) Professional Engagement Award Guidelines

Northern Lights Library Network is a cooperative network of members in academic, public, school, and special libraries in 23 counties of North-central, North-west and West-central Minnesota who work at the grassroots level to bring together all types of libraries and collections in the region to discover, enhance, and share resources through administrative, technological, and educational support.

Northern Lights Library Network (NLLN) advocates for all libraries by supporting individual library professionals in our region who devote their time and service to the ongoing work of the profession. These activities take place in many different forms, and include work done by individuals above and beyond their daily job to improve and strengthen the profession. This work benefits the entire library community. Typically, this work includes work at the national or regional level. In addition, professional engagement awards encompass opportunities to support library professionals in the region who wish to attend national and international conferences who may not be able to attend without the support of Northern Lights Library Network.

In order to encourage individual professional engagement, NLLN provides financial support to supplement an individual's resources. These funds are not meant to replace other sources of funding or to be used by library institutions or agencies. These funds acknowledge that the work of librarians to strengthen their profession and to improve libraries is important and essential work.

NLLN will provide up to \$1000.00 per year, per project proposal, for individuals working in an NLLN member library. These funds are to defray the overall cost to individuals of professional engagement activities. All proposals must be received and approved prior to the activities taking place.

An individual may apply by submitting an application to NLLN that will be reviewed and acted upon by NLLN's Education Committee. Proposals will include a statement outlining the scope of proposed activities and anticipated outcomes of these activities, reason for requesting funds, applicant's institutional/organizational affiliations, and other funding sources that will support participation, including personal and institutional support. Funding may be used for travel, lodging, meals, and incidental expenses. Each proposal will be reviewed by the Education Committee and the applicant will be notified of the Committee's decision. If the proposal includes multiple activities at different times, one budget form may be completed and approved prior to each event. It is not necessary to indicate all expenses for all events at one time. Funding is limited to \$1,000 per proposal per fiscal year.

Before reimbursement, each recipient will provide NLLN with a written report on their activities and how these activities have benefited the profession as a whole and the library community at large. These written reports will be made available to the larger library community via meetings, conferences, special presentations, and may be posted on the NLLN website.

Funds will be paid out as a reimbursement for an individual's direct expenses as approved in the funding proposal. Reimbursement requests must be submitted on the proper form and with receipts. A written report on the professional engagement activity must accompany the request for reimbursement. Requests for reimbursement must be timely.

Questions: About this scholarship program or in need assistance? Please contact the NLLN Office at 1-800-450-1032 or Kathy.Enger@nlln.org.

**Northern Lights Library Network (NLLN)
Professional Engagement Award Application**

Date of Application:

1. Applicant name, position title, employer, library or library affiliate, address, email, telephone and fax number. If you are not a librarian, include the name and email address of your partner library employee and describe how attendance will benefit your collaboration.
2. Describe training event, including dates and location. Attach description of event, if available (brochure or agenda).
3. Please describe how attending this event will benefit you and impact the people you serve.

Submit the application materials in electronic format to Kathy.Enger@nlln.org via email.
 Guidelines approved by the NLLN Governing Board October 19, 2013.

Projected Expenses: Complete the Expense Table that follows. Receipts and Report required within 30 Days of completion of event to receive payment.

Name: _____

Address: _____

Name of Event: _____ Date of Event: _____

Expense Category	Estimated Total Cost	Proposed Amount Requested for Reimbursement	Actual Amount requested for reimbursement. Complete this column when submitting receipts for reimbursement.	Office Use: Amount approved
Registration Tuition				
Transportation: Number of Miles				
Lodging				
Meals				
Parking				
Required Materials				
Other				
TOTAL				

Mileage is for the use of a personal vehicle – only one person in a vehicle may request mileage. Applicants are eligible for up to 3 scholarships in a fiscal year, for a total amount not to exceed \$500.00. Scholarships will be awarded as long as funds are available.

5. Have you received an NLLN scholarship already this year? ____ Yes ____ No
6. If yes, please list the date and amount received: _____ \$ _____

Signature & Date: _____

Office Use - Date Approved: _____ Date Notified: _____

Date Receipts Received: _____ Date Report Received: _____

Date Reimbursement Approved: _____ Signature: _____

Amount paid: _____ Check Number: _____ Date: _____