



Northern Waters Library Service Library Conference Scholarship

DUE DATE APRIL 1, 2019 (WAPL)

DUE DATE SEPTEMBER 1, 2019 (WLA)

Purpose

This scholarship is to be disbursed for the purpose of providing financial assistance for in-person, conference continuing education opportunities for Directors in NWLS libraries.

Disbursement of Funds

The NWLS Management Team shall have full discretion as to who is to be the recipient of the scholarships and as to the procedures employed for application of said funds. The Director will decide whether to fund the total request, part of the request, or none of the request and will notify applicant of its decision, and reason/s.

There are six scholarships available (3 per conference) and each scholarship is in the amount of \$250.

Application Procedures

Applications may be submitted twice during the calendar year, March 1 – **April 1** for the WAPL Conference; July 1 – **September 1** for the WLA Conference. Applicants are cautioned to apply early since there are a limited number of scholarships. Applicants that have not attended a conference in the past year will be given priority. Application forms will be provided, upon request, to interested applicants. These forms will request the following information:

1. Name, address and position of applicant
2. Name of applicant's employer
3. Copy of continuing education activity announcement
4. Statement explaining what the applicant expects to gain from attendance at the activity and how they plan to make use of the information learned
5. Statement of the amount of scholarship money being requested and exactly what it will be used for.

Eligibility

Prior to release of funds, the applicant and NWLS will be expected to sign an agreement indicating that the applicant understands:

- that they will pay for the continuing education activity first and that the scholarship award will be a reimbursement.
- that they will be expected to file a written report of the activity with the NWLS administration within thirty calendar days of attending the activity.
- they must furnish a copy of all applicable receipts and/or bills.
- that they are willing to share what they learned with others in the system area. This "sharing" might be accomplished by the inclusion of their written report on the NWLS website; allowing system staff to send people with questions on that subject to the people who have attended that meeting; speaking at system workshops, etc. ... whatever seems appropriate.

**Northern Waters Library Service
Scholarship Application**

1. Applicant Information:

a. Name: _____

b. Position: _____

c. Employer: _____

d. Phone: _____

2. Please attach a copy of the announcement of the activity for which you are requesting scholarship funds.

3. Using your own words, please explain the following: (Use additional sheet, if necessary.)

- a. What you expect to learn or gain from attending the activity cited in #2 above.
- b. How you plan to make use of the information you learn in your daily employment.
- c. List the last WAPL or WLA Conference you have attended.

4. Please indicate the amount of scholarship money you are applying for and explain exactly how it will be used.

5. Read and sign the "Agreement" listed below.

Responsibilities of Applicant:

- a. Request the scholarship application and general information from NWLS.
- b. Complete and submit the application early.
- c. The applicant understands that, prior to release of scholarship funds, (1) they are expected to pay first for the activity; (2) the scholarship award will be a reimbursement; (3) they are expected to submit a written report of the activity to NWLS within thirty calendar days of attendance; and (4) include copies of receipts which document expenses for this activity with your written report.

Responsibilities of NWLS:

- a. Send scholarship application forms and general information upon request.
- b. Review applications in a timely manner.
- c. Release the scholarship award to the applicant within thirty calendar days of receipt of the applicant's written report AND applicable receipts.
- d. Announce that the applicant has attended the event as a "NWLS Scholar" and that the applicant is willing to respond to questions about the activity from other library staff in the NWLS area.

I, _____, as an applicant for scholarship

(Signature of applicant)

funds and have read the scholarship fund information, and I hereby agree to abide by the applicant responsibilities set forth in this agreement.

(Date)

(Signature of NWLS Director)

(Date)