



Northern Waters Library Service Library Conference Scholarship DUE DATE OCTOBER 21, 2021 (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. Scholarship funds for the WLA 2021 Fall Conference are being provided to NWLS by The Department of Public Instruction. The Director will decide whether to fund the total request, part of the request, or none of the request as funds are depleted. The Scholarship will pay for the Director's conference registration costs (\$185) and Hotel costs for up to 3 nights (\$134 per night + tax). **Scholarships for WLA membership are automatically granted for all Directors and library employees.** Contact Michelle @ NWLS for WLA membership scholarships.

Application Procedures

Applications are due by October 21, 2021. 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 if funds are limited. These forms will request the following information:

1. Name, address and position of applicant
2. Name of applicant's employer
3. Statement explaining what the applicant expects to gain from attendance at the activity and how they plan to make use of the information learned
4. 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. 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.
- 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.

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

4. 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)