

## Continuing Professional Education Grant Program

### Frequently Asked Questions

*Updated August 2014*

#### **What can grants be used for?**

##### **Q. What is the purpose of CPE grants?**

A. The purpose of the AALL/Bloomberg BNA Continuing Education Grants Program (CEGP) is to encourage program development and promote sharing among AALL entities. The CPE grant assists with the funding of continuing education workshops or classes.

##### **Q. I found a fantastic product that I use to do X with in my library. Can I give a program showcasing that product?**

A. No. CPE grants are not to be used to promote one particular vendor or product.

##### **Q. I want to bring in a special speaker for my chapter's annual meeting. Can I apply for a grant for this?**

A. Yes. You can apply for a grant to bring in a special speaker for your chapter's annual meeting.

##### **Q. I am a member of AALL and want to travel to a workshop/class. Can I apply for a CPE grant?**

A. No. The purpose of the CPE grant is to assist with the funding of continuing education workshops or programs. You can contact your AALL chapter or committees, caucuses, and special interest sections for information on scholarships and grants available for professional education.

#### **Funding and Budgets**

##### **Q. What expenses will the CPE grant cover?**

A. The grant money will cover expenses that directly affect the program such as room rental, speaker travel fees, and recording/broadcasting the program.

##### **Q. What expenses will the CPE grant money not cover?**

A. The grant money will not cover food, advertisement, vendor specific programming or gifts for speakers.

##### **Q. How will the funds be awarded?**

A. You will receive an email confirming the award. A follow-up email letter from AALL HQ will provide award details and recipient responsibilities. Typically expenses are reimbursed after the program. A disbursement form including invoices/receipts must be completed in order to receive funds. In financial exigency circumstances, a partial disbursement of funds is possible prior to the program if proper documentation such as invoices/receipts is provided. AALL has funding and auditing requirements that it must follow and must ensure that the program delivers as promised. Full disbursement will be made provided the recipient responsibilities (outlined on the website) are met.

##### **Q. My speaker is an AALL member. Can I use the CPE grant to pay them an honorarium?**

A. No. However, it is acceptable to use the CPE grant to cover speaker travel expenses, such as airline tickets, hotel, and ground transportation costs.

##### **Q. My speaker isn't an AALL member. Can the CPE grant be used to cover their expenses?**

A. Yes. The grant money may be used for speaker travel expenses, such as airline tickets, hotel, and ground transportation costs. Reasonable honorariums for non-AALL speakers are also allowed.

**Q. Do I have to charge a registration fee?**

A. Yes. The CPE grant is not designed to fully fund a program but rather to act as a bridge between registration monies and the actual cost of the program. The program should be funded by registration fees and/or chapters and the CPE grant used as a supplement. The registration fee gives the program value, helps support its funding, and commits people to attend.

**Q. Why do I need to list sponsors or other sources of revenue?**

A. The CPE Committee takes into consideration program sponsors and other sources of revenue during the grant application review process.

**Q. What if I am awarded a grant for a certain amount and unexpected expenses arise?**

A. It is very important to budget your program wisely and submit a proposal that most accurately reflects your need. Get copies of preliminary invoices/bills for costs in writing, and include these numbers in your CPE budget. Once a program is awarded a grant, it will be up to the SIS, chapter, etc., to support its residual expenses.

**Q. What if I don't know the exact amounts of revenue that will be supplied by other sources?**

A. Provide an estimated figure. A budget must be submitted with the application, as the CPE Committee needs to know the specific expenses involved in the grant's use.

**Q. Do I need to keep receipts or invoices?**

A. Yes. They will need to be submitted after your program is over.

**Technology**

**Q. Does my program have to be recorded?**

A. Yes. The purpose of the grant is to help create ongoing professional education opportunities outside the Annual Meeting that are accessible to the membership. Programs that receive a grant must be recorded so that they are able to be distributed to a wider audience in AALL.

**Q. I have five speakers; one of them does not want to be recorded. Can I still apply for the grant?**

A. Yes. In your application, be sure to tell the committee if a speaker doesn't want to be recorded. Please find out if speakers are willing to be recorded before applying for the grant.

**Q. I'd like to have a podcast program, but I don't know how to podcast. Can I hire an outside firm to do it?**

A. Yes. In fact, that is preferred in some cases, as a firm will also edit the podcast. Include a quote for the cost in your proposal.

**General Questions**

**Q. Do I need to acknowledge AALL as a sponsor of my program?**

A. Yes. One of the conditions of the grant is that you include the AALL/Bloomberg BNA Continuing Education Grants Program in all marketing (including e-mail and other electronic announcements of the program) and registration materials. The following tagline must be used with or without the AALL logo: This program is made possible by a grant from the AALL/Bloomberg BNA Continuing Education Grants Program. Please include this tag line in the program's opening remarks.

**Q. Do I need to post my event on AALL's Calendar of Events?**

A. Yes. The Calendar of Events helps to promote your event and reminds those who cannot attend to check AALLNET to see if the program is available as a podcast, web archive or video recording.

**Q. Are paper evaluation forms required for my program?**

A. No. You may do a follow-up evaluation electronically, as long as you capture the results and provide a summary with your final report.

**Q. We had some physical handouts at my program. Do I need to submit them?**

A. Yes. You will need to submit them along with a copy of the recorded program to AALL Archives at the University of Illinois as part of the requirements of the grant.

**Q. I received a grant award last year for a program. My program was wildly successful, and I'd like to repeat it again. Can I reapply for a grant?**

A. Yes. However, there is no guarantee that your program will be funded simply because it was funded in the past. Also, most of the programs that are grant recipients are recorded and available to AALL members on AALLNET.

**Q. What happens if I fail to submit a final report as required by the terms of the grant?**

A. If you are hosting a program on behalf of your chapter or SIS and do not submit a final report, you and your chapter or SIS may jeopardize your ability to apply for future CPE grants.

**Additional Questions**

**Q. What if I have other questions that are not covered here?**

A. Contact the Chair of the Continuing Professional Education Committee.