

Answer each item completely. Please type, print or write legibly.

NOTE: Late or incomplete applications will not be considered.

1.	Name	
2.	Street address	
3.	City	State Zip
4.	Telephone home	cell work
5.	Email	
6.	Present employee position: Job Title _____ Since _____ FCPL branch or office location _____ Job Duties _____ How long with FCPL _____ years _____ months _____	
7.	Present FCPL, Foundation, or a Friends volunteer _____ Volunteer location or locations _____ Volunteer Duties _____ Length of time volunteering _____	
8.	Title and description of course, program, seminar, conference, workshop, etc. Sponsor/educational institution Location Date(s)	
9.	Are you attending this event as a member of a board or committee (ALA, VLA or similar professional organization)? No _____ Yes _____	
10.	Have you previously applied for a scholarship for <u>this</u> event? No _____ Yes _____ If yes, provide date	
11.	Total Amount of scholarship requested (<i>up to a maximum of \$1,500</i>) Itemize costs on separate sheet if necessary. See instructions for allowable expenses. You must attach receipts or other documentation of costs.	\$
12.	Show the amount and source(s) of <i>other</i> funding applied for or received for this event.	\$
13.	If you have received a Continuing Education scholarship in the past twelve months, indicate date.	
14.	Explain how you plan to apply the knowledge and skills you gain from this Continuing Education opportunity to benefit FCPL. Add additional sheet(s) if necessary.	
15.	How will this Continuing Education opportunity contribute to your professional development goals? Add additional sheet(s) if necessary.	

Agreement -- If I am awarded a scholarship for a future event, I will attend the event or be subject to repayment of the full amount of the award. I will submit copies of receipts to verify the expenses within 14 calendar days of the event. I authorize use of my name, photo and narrative excerpts from my application to promote the Foundation's Scholarship Program for publicity purposes.

I understand that Foundation decisions are final and not subject to appeal.

Applicant Signature

Date

Send your application to: **Fairfax Library Foundation**
 12000 Government Center Parkway, Suite 329
 Fairfax, VA 22035

APPLICATION MUST BE POST MARKED OR RECEIVED BY THE DEADLINE TO BE ELIGIBLE.

Instructions

Type, print or write your application clearly and attach any documentation required. If an item needs additional clarification and the space is not adequate on the application form, attach a sheet with the additional information.

Be specific when explaining the relevance of the event to your current position or future development plans and the benefit to the Fairfax County Public Library (FCPL) system. You may have your application reviewed and signed by your supervisor or a higher-level manager if you believe it will help to strengthen and support your statement. Review the following instructions and examples to help you complete your application.

1. All employees of FCPL and volunteers with FCPL, Fairfax Library Foundation or any Friends of the Library group are **eligible to apply for up to \$1500.00**.

2. Conferences, workshops, presentations, or classes that relate to your current position and/or your staff development goals are examples of continuing education events. Formal college/university degree-related programs are not eligible for CE scholarships.

Q. I'm a volunteer at one of the branches and would like to learn more about libraries by attending a nearby conference. Am I eligible to apply for a scholarship?

A. Yes. Specify the relevance of the conference to your current position or future goals.

Q. I'm a Page interested in improving my language skills to communicate more efficiently with others at the Library. May I apply for a scholarship to take an English (or other language) class?

A. Yes. Specify how the class is related to your current position or future goals.

Q. I conduct children's programs and would like to attend a story-telling workshop to pick up some new ideas. It is local and costs \$125. May I apply for a scholarship?

A. Yes. There is no minimum scholarship amount.

3. Application deadlines are either January 15, April 15 or July 15. Applications must be received or postmarked by the deadline date (or the next day if the 15th is a Sunday or Holiday).

Applicants may receive a scholarship for *only one* (1) event a year, either for advance approval or reimbursement.

Deadline	Reimbursement application	Advance Payment application
January 15	Events that have occurred in the past twelve months (January last year through December of last year).	Events that will occur in the next twelve months (March this year through March of next year).
April 15	Events that have occurred in the past twelve months (April last year through March of this year).	Events that will occur in the next twelve months (June this year through June of next year).
July 15	Events that have occurred in the past twelve months (July last through June this year).	Events that will occur in the next twelve months (September this year through September next year).

Q. I paid for a seminar about two months ago. May I apply for a scholarship after the training event?

A. Yes. You may apply for a scholarship for an event that took place during the past 12 months at either the January 15, May 15 or July 15 deadline. Submit copies of receipts to verify your expenses with your application.

Q. The event I want to attend is in March, but I need to know that a scholarship has been approved before I register for it. May I apply for the scholarship on the January 15 closing date?

A. Yes. Submit an application including a brief description of the event with documentation of the costs.

4. You may ask for help from anyone (co-worker, supervisor, etc.) in completing or reviewing your application.

5. REMINDER — You may *claim expenses for yourself only*. Do not include expenses for accompanying persons such as family members, co-workers, other event attendees and guests, or for days you are arriving in advance of the event or following the event for personal reasons.

Allowable expenses and how to document:

Expense	Reimbursement	Advance Payment
<u>Cost of the event</u>	Attach receipt(s) or copies.	Attach the brochure or a copy or a complete description of the conference, workshop, presentation, class, etc.
<p>Public Transportation We will cover round-trip fare by the most direct route: coach-class accommodations for airplane, bus, or train travel; Metro bus and rail; or taxi, Uber, etc. (whichever is the most economical means).</p>	Attach receipt(s) or copies.	Attach estimates with applicable documentation. Attach a copy of the web page(s) used for the calculation.
<p>Privately Owned Vehicle Transportation We will cover: actual vehicle mileage at current county reimbursement amount per mile from place of work to the event location and return (use the shortest distance calculated by a Google or Bing map—attach a copy of the web page(s) for the calculation); actual parking fees (limited to \$12 per day) and actual toll fees; OR actual fuel expenses rather than the actual mileage allowance when the amount is the lesser of the two and you attach your calculation of the actual mileage.</p> <p>When the event is within your local commuting area, mileage for daily commuting to the event will not be paid; except for tolls and parking (copies of receipts must be attached).</p>	<p>Attach a copy of the web page(s) if used for the calculation.</p> <p>Attach receipt(s) or copies of relevant expenses (parking, tolls, etc.).</p>	<p>Attach a copy of the web page(s) if used for the calculation.</p> <p>Attach applicable documentation for tolls, parking, etc.</p>
<p>Fairfax County Provided Transportation When multiple employees of the County are attending the same event and the County is providing carpool transportation, you must use the County provided transportation. Costs for use of your vehicle will not be reimbursed. You should check with the FCPL Organizational Development Manager for the availability of County transportation.</p>		
<p>Lodging We will cover the day(s) of the event plus the night of arrival and night before departure, unless your arrival/departure occurs on the day of the event.</p> <p>When the sponsor schedules hotel accommodations for an event, we will cover the actual expenses for the event-designated accommodation.</p> <p>If event-designated accommodations are not included, or if you choose to use other accommodations we will cover actual expenses for personal accommodations, not to exceed the U.S. Government per diem rate per night for the location of the event (rates can be found at www.gsa.gov/portal/content/104877 -- attach a copy of the rate page for your event location), plus taxes.</p>	Attach receipt(s) or copies.	<p>Attach the brochure or a copy or a complete description of the conference, workshop, presentation, class, etc.</p> <p>Attach hotel estimate.</p>
<p>Meals When the sponsor schedules meals (such as a banquet or luncheon) we will cover the actual expenses for the event-designated meals.</p> <p>Actual expenses may be claimed for meals not included in the event registration fee or for those not included in the event-designated costs, not to exceed the U.S. Government meals allowance per day for the location of the event (M&IE rates can be found at the right side of the rate page obtained for lodging above). For partial</p>	Attach receipt(s) or copies.	Attach the brochure or a copy or a complete description of the conference, workshop, presentation, class, etc.

Expense	Reimbursement	Advance Payment
<p>days, use the “M&IE Breakdown” at the <u>left</u> side of the gsa.gov portal above.</p> <p>Incidental expenses will not be reimbursed.</p>		
<p>Shipping Expenses Charges for shipping materials (i.e. books) to your home or work location that were acquired at an event for the <u>principal use of FCPL</u> (but not for personal use) may be reimbursed as long as the shipping charges are of a nominal amount (\$25 or less). Charges for an amount in excess of \$25, or for materials other than books will be considered on a case-by-case basis. When books for the use of FCPL are involved and the amount exceeds \$25, concurrence from a higher-level management official must be included.</p>	<p>Attach receipts or copies for \$25 or less; include supervisor approval if over that amount.</p>	<p>Attach estimate.</p>

Please note, you must attach receipts or other documentation where required. If your application is received without required receipts or documentation, you may not receive full consideration of your expenses.

6. Report other funding applied for and/or received and from whom.

Q. I received a scholarship from another source, such as the Fairfax County Public Library Employees' Association, but the event costs more. May I apply for a scholarship to help offset the remaining costs?

A. Yes. Specify the total cost of the event, identify each source and the amount of funds received, and the amount you still need. Provide documentation to support your claim for the additional costs

7. If you applied and did not receive a scholarship you may not appeal the Scholarship Committee's decision. However, you may reapply for reimbursement of expenses for the same event if your earlier application was for advance funding and the event is within the eligibility period.

You may apply for a different event that does not occur in the same calendar year.

8. All applicants will be notified of the committee's decision within 6 to 8 weeks of the application deadline date. If you have been selected for a scholarship, you will receive a check with your notice. Foundation decisions are final and not subject to appeal.

9. For future event scholarships submit copies of receipts to verify your attendance within 14 calendar days of the event.

If you did not attend the event for which you received a scholarship you must return all the funds to the Foundation. The funds cannot be used for any other purpose. You must notify the Foundation and return the funds to the Foundation no later than 14 calendar days after the scheduled beginning date of the event. Failure to return the funds within 14 days may result in your being ineligible for additional scholarships.

Special Note: FCPL periodically announces continuing education opportunities for employees to be paid through its training funds. Please take advantage of these opportunities when they become available rather than applying for a scholarship to attend them.