

Nassau County Library Association Education Grant

Reminder: You must be a current NCLA member to apply for an Education Grant.

Application Form

Full name: _____ Today's date: _____

Mailing address: _____ Day phone: () _____

City, State, Zip: _____ Evening phone: () _____

Email: _____ @ _____

Are you a Nassau County Library Association member? _____

Current Employment

Library

Nature of Work

Educational course or library related conference for which you are seeking reimbursement

<u>Name of Course include</u> Brief Description of the Course Contents	<u>Dates of Attendance include</u> Where/Course/Conference is Offered

Include documentation regarding the continuing education course or library related conference for which you are seeking reimbursement. This may include a registration form or program announcement for the continuing education activity to occur within the next six months. *(Remember: Payment of the monies will be made upon the Education Grant Program Committee's receipt of satisfactory proof of completion of the continuing education course or attendance of the conference.)*

How will this continuing education activity enhance your work skills in a library or library-related organization? (limit to 200 words or less)

I certify that all the information provided on this application is correct and complete.

Signature: _____ Date: _____

SUBMISSION

Application and required documents can be emailed to nclagrants@gmail.com

or mailed to:

Oceanside Library, ATTN: Michelle Samuel
30 Davison Ave., Oceanside, NY 11572

by October 1 of the application year.

Please include:

1. Documentation regarding the continuing education activity for which you are seeking reimbursement. If the continuing education activity has already taken place, proof of completion of the course or attendance along with copies of cancelled checks should be submitted.
2. A letter from your supervisor at your place of employment stating that the course and/or conference is library-related and will not be reimbursed by any other agency.

How did you learn about this education grant?