



Metronet
 1619 Dayton Ave., Suite 314
 St. Paul, MN 55104
 651/646-0475 • 651/649-3169 (fax)
info@metronet.lib.mn.us
<http://www.metrolibraries.net>

Metronet Scholarship Policy

Metronet endorses career development by supporting staff of member libraries who wish to attend continuing education and professional programs in library/media or other job related fields or participate in professional engagement that advances libraries and librarianship. Scholarship funds are awarded as an incentive for individual growth and development.

1. Scholarship applications must be received prior to the training/event to be funded. Scholarships will not be awarded retroactively.
2. Scholarship applicant must be an employee of a Metronet member library. Applicant may only receive one scholarship every other fiscal year.
3. Eligible expenses may include, but are not limited to:
 - a. Registration/tuition fees
 - b. Lodging
 - c. Meals
 - d. Transportation/mileage (Mileage is for the use of a personal vehicle – only one person in a vehicle may request mileage; reimbursed at current IRS rate)
 - e. Parking
 - f. Cost of a substitute to cover while applicant is at an event
 - g. Books/publications that are required for participation
4. Individuals may apply for up to \$350.00 per Metronet fiscal quarter (July-Sept, Oct-Dec, Jan-March, April-June). Deadlines are as follows:

Events in	Apply by
July, August or September	May 15
October, November or December	September 15
January, February or March	November 15
April, May or June	March 15

5. Scholarship policy, guidelines and budget will be set by the Metronet staff and Governing Board.
6. Requirements of recipients include:
 - a. **Receipts are required for all expenses.**
 - b. Recipients will submit a 100-200 word signed article for the Metronet website about the event they attended. The article should include a review of the event and/or highlights of what was learned and how it will be useful on the job. The article is subject to editing by Metronet staff and will be published as space allows.
 - c. **Receipts and article must be received by Metronet within thirty (30) days of the completion of the event.**
 - d. The scholarship recipient is responsible for requesting reimbursement and specifying the appropriate payee if payment is being made to someone other than the applicant (i.e. school, library system, etc.).

7. Scholarship applications will be reviewed by Metronet staff and the Metronet Governing Board and are awarded on a competitive basis. Award decisions will be based on the amount of funds available vs applications received, past scholarship(s) received by applicant(s), and merit of the event or engagement activity being applied for. Possible results of application review are:
 1. Award full amount requested
 2. Award less than full amount requested
 3. Deny application

Funds not awarded will be rolled over into the next scholarship period.

Applicants will be notified via email of the action taken on their application.

Questions? Please contact the Metronet office for assistance.



Metronet
1619 Dayton Ave., Suite 314
St. Paul, MN 55104
651/646-0475 • 651/649-3169 (fax)
info@metronet.lib.mn.us
<http://www.metrolibraries.net>

Metronet Scholarship Application

1. Applicant info (click in the shaded boxes to enter text)

Name:		
Contact/mailling address:		
City:	State:	Zip:
Phone:	Email:	
Library/Organization:		Work phone:
Position title:		

2. Description of training/event being applied for (including date(s) and location). If available, attach a copy of event brochure or agenda, etc.

3. Describe how attending this training/event will benefit you, your library, and Metronet

(continued)

4. Projected expenses: Please include any amounts being received from other sources such as your organization, other scholarships, etc.

Expense Category	Estimated Total Cost	Amount Requested (\$350 max)	Amounts being received from other sources <i>(your organization, other scholarships, etc.)</i>	<i>Amount Approved (office use only)</i>
Registration or Tuition				
Transportation*				
Lodging				
Meals				
Substitute				
Parking				
Required Materials				
Other (specify)				
Other				
Other				
TOTAL				

* Mileage is for the use of a personal vehicle only, and only one person in a vehicle may request mileage. Mileage is reimbursed at the current IRS rate.

Signature of applicant (typing your name in the text box will substitute for written signature):

Signature

Date

RECEIPTS AND BRIEF REPORT FOR WEBSITE MUST BE SUBMITTED TO THE METRONET OFFICE WITHIN 30 DAYS OF COMPLETION OF EVENT TO RECEIVE PAYMENT

Mail receipts to: Metronet, 1619 Dayton Ave., Suite 314, St. Paul, MN 55104
 Email report to info@metronet.lib.mn.us, subject line "CE Scholarship Report"