

# NHLA MacDonald Fund Grant Application

MacDonald Fund Grants may be used for credit or non-credit courses, workshops, and webinars or other continuing education opportunities to enhance and build on your library knowledge. Classes or workshops may be offered by NHLA, or other library association, online education classes; and classes offered by educational institutions. The funds may not be used for conference attendance.

Maximum total grant award per applicant in a fiscal year is \$300.00. This is based on a first-come, first-served basis, as we have an allotted budget for these grants.

## Criteria:

- Must be a member of NHLA
- Application must be complete, including supporting documents, such as proof of registration or proof of payment.

Please allow up to six weeks to receive payment or reimbursement.

## APPLICATION QUESTIONS

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Library/Institution Name: \_\_\_\_\_

Continuing Education Class or Workshop Title: \_\_\_\_\_

Location of Class or Workshop: \_\_\_\_\_

Who (institution or association name) is providing the training?  
\_\_\_\_\_

What kind of training is this? \_\_\_\_ In-person workshop/class/course \_\_\_\_ Webinar  
\_\_\_\_ Online course

What do you hope to learn and how will you apply this at your library? (300-500 words)

### **COST/REIMBURSEMENT SECTION**

Please include all the costs you would like the Continuing Education Committee to consider.

#### **Mileage**

If you are applying for mileage reimbursement, there must be a minimum of 50 round trip miles.

Starting location (home or library, whichever is closer) \_\_\_\_\_ Ending location (where the training is located) \_\_\_\_\_

Total roundtrip miles \_\_\_\_\_ x \_\_\_\_\_ (Federal mileage rate) = \$ \_\_\_\_\_

Tolls (if applicable) \$ \_\_\_\_\_

**Total mileage cost \$** \_\_\_\_\_

#### **Fees**

Workshop/Class/Course Fee (must upload or attach proof of registration and/or payment) \$ \_\_\_\_\_

**Total costs \$** \_\_\_\_\_

Who and where should the check be sent to?

Name \_\_\_\_\_

Address \_\_\_\_\_

Instructions: Please complete this application and email to [cpearman@manchesternh.gov](mailto:cpearman@manchesternh.gov) (Carlos Pearman, NHLA Scholarship Chair) or mail to Manchester City Library, c/o Carlos Pearman, 405 Pine Street Manchester, NH 03104. For additional inquiries, please call Carlos at (603) 624-6550 ext. 3342.