

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

NOTE: incomplete applications may not receive full consideration.

1.	Name	
2.	Street address	
3.	City	State Zip
4.	Telephone home	cell work
5.	Email	
6.	Present position title	Is it <input type="checkbox"/> paid <input type="checkbox"/> volunteer
7.	FCPL branch or office location where employed or volunteering How long with FCPL _____ years _____ months	
8.	Title of course, program, seminar, conference, workshop, etc. Sponsor/educational institution Date(s) Attach brief descriptive material (<i>usually should not exceed 1 page</i>) - Have you applied for this event before? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes , provide date _____ - If college or university course, are you enrolled in a formal degree program? No <input type="checkbox"/> Yes <input type="checkbox"/> - Are you attending this event as a member of a board or committee (ALA, VLA or similar professional organization)? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes , specify when the board/committee will meet (or met) during the event and the extent of your participation - Will your absence from work will be on Annual Leave <input type="checkbox"/> , Non-work day(s) <input type="checkbox"/> or Other <input type="checkbox"/> (specify)?	
9.	Total Amount of scholarship requested (<i>up to a maximum of \$1,500</i>) You must attach receipts or other documentation of costs (your costs only)	\$
10.	Show the amount of other funding received for this event, or applied for—also, show source(s)	\$
11.	Attach a separate sheet and explain how this event is <u>relevant</u> to your career or current position and how your attendance will <u>benefit</u> the FCPL in a demonstrable manner, as well as yourself – be specific. Avoid using generalizations. It is optional to have the statement reviewed and signed by your supervisor or a higher level manager as a means of strengthening and supporting your statement.	
12.	<input type="checkbox"/> I have not received a scholarship in the current calendar year (January through December) <input type="checkbox"/> I have received a scholarship before – Show date(s):	

Foundation decisions are final and not subject to appeal.

Agreement -- If I am awarded a scholarship for a future event, I agree to complete the covered event or be subject to repayment of up to the full amount of this scholarship award. I authorize use of my name, photo and narrative excerpts from my application to promote the Foundation's Scholarship Program for publicity purposes.

Applicant Signature

Date

Send your application to:

Fairfax Library Foundation
12000 Government Center Parkway, Suite 329
Fairfax, VA 22035

*** * * NOTICE – DO NOT SUBMIT THE FOLLOWING INFORMATION WITH YOUR APPLICATION * * ***

Instructions and Frequently Asked Questions (FAQs)

Please *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.

When attaching your statement explaining the relevance of the event to your career or current position and the benefit to FCPL, do not use general statements. Be specific. You have the option of having the statement reviewed and signed by your supervisor or a higher level manager, but it is not required. If you believe it will help to strengthen and support your statement, may wish to consider having the review. Again, it is not required and is solely your choice.

You should review all of the questions that follow. They will help you to complete your application and clarify such information as the application deadline, award amount, and other aspects of the Continuing Education Scholarship Program.

1. I want to apply for a scholarship. When do I need to submit my application?

Your application must be submitted by either the July 15 or January 15 deadline.

Applicants may receive a scholarship for *only one* (1) event occurring within a *calendar year* (January through December), either on an advance approval or reimbursement basis, but may be considered for an additional scholarship for a subsequent yearly period. The *event start date* must occur within a calendar year. The Foundation's Scholarship Committee will determine whether an event falls within an eligible calendar year and whether it will be for advance approval or for a refund dependent on the event start date.

Generally, applications seeking reimbursement for an event with a starting date more than a year prior to the application deadline date will not be eligible for a scholarship.

If a scholarship was received for an event with a start date within a calendar year, another scholarship cannot be granted with an event start date for that calendar year, either on an advance approval or reimbursement basis.

2. May I ask for help in completing or reviewing my application?

Yes. You may ask anyone to help you (for example, your supervisor, a co-worker, etc.).

3. What eligibility criteria will be considered?

- The application must be received or postmarked by July 15 or January 15.
- The application must be complete.

- Work or volunteer within the FCPL System,

4. 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?

Yes. Specify the relevance of the conference to your work.

5. 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?

Yes. Specify how the class is related to your work.

6. 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?

Yes. There is no minimum scholarship amount.

7. What documentation of expenses must I attach with my application to verify the costs that I am seeking a scholarship to cover?

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.

If you have already paid for the event, you must include verification of your expenses. Documentation should include sales receipts, payment confirmation receipts, account statements (i.e. hotel accommodations), and similar documents.

For an event that has not yet occurred, provide documentation of the total event costs (i.e. relevant portion of an event brochure, course booklet, internet description, a hotel's accommodation estimate, and estimates of travel by air or private vehicle, or similar documents). If you do not attend an event that was scheduled in advance, you must notify the Foundation within fifteen (15) days after the starting date of the event. Failure to notify the Foundation may result in your being ineligible for additional scholarships.

It will be helpful if you include a brief summary sheet of your expenses. The following expense criteria will be applicable:

Public Transportation

You may claim round trip fare by the most direct route (coach-class accommodations for aircraft, bus and train travel); Metro bus and rail; and taxi (when it is the most economical means).

Privately Owned Vehicle

Actual vehicle mileage at \$.56 (cents) per mile from place of work to the event location and return (using the shortest distance calculated by Google or Bing map—attach calculation), actual parking fees (limited to \$12 per day) and actual toll fees. Actual fuel expenses may be claimed instead of the actual mileage allowance when the amount is the lesser of the two and you attach your calculation of the actual mileage. When the event is within the local commuting area, mileage for daily commuting to the event will not be paid, except for tolls and parking.

Lodging

When hotel accommodations are scheduled for an event by the sponsor/educational institution, you may claim the actual expenses for the event designated accommodation. If you choose to use other accommodations, you may claim actual expenses not exceeding the event designated lodging.

If event designated accommodations are not included, you may claim 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. Lodging expenses will be reimbursed for the day(s) of the event plus the night of arrival and night before departure, unless your arrival/departure occurs on an event-day.

Meals

When meals (a banquet or luncheon) are scheduled for an event by the sponsor/educational institution, you may claim the actual expenses for the event designated meals.

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 (*meal rates can be found at the right side of the rate page obtained for lodging above*). For partial days, use the “M&IE Breakdown” at the left side of the gsa.gov portal above. Incidental expenses will not be reimbursed.

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. The Scholarship Committee will not make assumptions, guesses or take any other actions where your expense information is unclear or missing.

8. I received a scholarship from the Fairfax County Public Library Employees’ Association (FCPLEA), or another source, for an event that costs more. May I apply for a scholarship to help offset the remaining costs?

Yes. Specify the total cost for 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.

9. I paid for a seminar about two (2) months ago. May I apply for a scholarship after the training event?

Yes. You may apply for a scholarship for an event that took place during the calendar year at either the July 15 deadline or January 15 deadline, unless you have already received a scholarship in that calendar year. Submit copies of receipts to verify your expenses with your application.

10. 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?

Yes. Submit an application including a brief description of the event with documentation of the costs to attend (refer to question # 7 above).

11. I am enrolled in a formal college/university degree program. Can I receive a scholarship for one of my classes?

No. You may receive a Continuing Education Scholarship for college or university classes only when you are not enrolled in a formal degree program. When a class is part of your formal degree program, one of the academic scholarships may be appropriate.

12. I received a scholarship on the July 15th application date for reimbursement of expenses for an event that I attended during the preceding April. May I apply for a scholarship on the next application date (January 15) for a future event that will occur in the next March?

Yes. You may receive one (1) scholarship during each calendar year, either on an advance funding or reimbursement basis. You may be considered for an additional scholarship during the calendar year subsequent to the one in which the March event occurred.

13. I did not receive a scholarship. May I reapply?

You may not reapply for the same event if your earlier application was for reimbursement of expenses for the event you attended. You may apply for a different event that does not occur in the same calendar year.

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 (refer to question # 1 above).

14. I did not attend the event for which I received a scholarship. May I keep the scholarship and use it for a different event or other official expenses?

No. You may not keep the scholarship. It can be used only for the event and expenses for which it was approved. You must return the funds to the Foundation no later than fifteen (15) days after the scheduled beginning date of the event. Failure to timely return the funds may result in your being ineligible for additional scholarships.

15. When will I be notified whether I will receive a scholarship?

All applicants will be notified within six (6) to eight (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.