



MICHIGAN LIBRARY ASSOCIATION

## MLA Educational Scholarship Fund Guidelines

The MLA Educational Scholarship Fund will be geared toward the continued professional development of individual library workers, who are MLA members, and who have an interest in attending any MLA sponsored program and event. This fund will reduce financial barriers and uplift professional development and advance career goals by providing resources to be used for attendance at MLA conferences, workshops, or educational events of applicants' choosing.

### Eligibility Requirements:

- Applicant must be an individual member of MLA, working in a public, school, academic, tribal, or special library, OR applicant must be an MLA Organizational Library Member applying on behalf of any staff member if that person is an individual member of MLA.
- Applicant must detail the value of the scholarship to their work including how the activity will advance their capacity and/or increase their ability to impact and transform the library profession.

### Award Amounts:

Requests up to \$1,500 will be considered to participate in MLA sponsored educational events. Requests can include registration fees, travel, meals and overnight accommodations. Requests might be fully or partially funded. Not all applicants will be funded.

*Awards made payable to individuals: Each recipient will be required to submit an IRS W-9 form so that an IRS 1099 income statement can be issued by MLA for the recipient's tax records. All taxes and reporting of taxes will be the responsibility of the recipient.*

*Awards made payable to organizations: No forms are required to be submitted, and no IRS reporting is necessary.*

### Timeline:

The MLA Educational Scholarship awards will be given for MLA activities occurring between July 1, through June 30 to align with MLA's fiscal year.

## Application Deadlines:

Application deadlines for specific events will be listed on the MLA website for the given year.

## Application Package:

All applications must be submitted via the application form on the MLA website. Applicants should retain a copy of the application and materials. Applicants must submit all information requested on the application form:

- I. Fill out the required questions on the application:
  - Contact information
  - The professional development event for which you are requesting funding.
  - If you have received any MLA scholarship funding in the past, amount of award, and for what event.
- II. Fill out the funding request – please be specific and provide the amount for each item listed (Registration fee – use early bird rate, travel, meals and/or overnight accommodations) and a brief narrative in the space provided. The total should equal the amount requested.  
*Example for a request of \$545:*

<i>400 Miles traveled to MLA annual conference</i>	<i>\$ 85</i>
<i>Registration Fees for MLA Annual</i>	<i>\$260</i>
<i><u>Overnight accommodations</u></i>	<i><u>\$200</u></i>
<i>TOTAL:</i>	<i>\$545</i>

- III. Narrative (max. 3000 characters) - Address your financial need, why you deserve to be considered for this scholarship, and how this event will achieve your professional development goals.
- IV. Upload a current CV or resume

## Evaluation Process & Selection Criteria:

Applications will be reviewed by the MLA program staff for eligibility and completeness before a final review, financial recommendations and approval by the Executive Director based on the annual budget. Not all applicants will be funded.

Applicants will be evaluated according to the following:

- I. A complete application with a clear, focused explanation of the request
- II. Evidence that activities advance career goals or interests
- III. Evidence of financial need
- IV. Past scholarships from MLA
- V. Achievement and experience as evidenced through current resume

**Notification and Awards:**

Recipients will be notified of their selection by email no more than 10 business days after the scholarship due dates for each MLA activity. Once the official award announcement has been made, an agreement, IRS W-9 form (if warranted), and final report form will be emailed to recipient to complete and return.

**Agreement:**

Recipients must enter into a written agreement with MLA, which, when executed, has the legal effect of obligating the award, and which states the rights and obligations of the parties. No funds will be awarded in the absence of a signed agreement.

**Confidentiality:**

Applications and approval of scholarships will be held in confidence by MLA unless given express permission to use by the recipient.

**Contact Information:**

Questions concerning the MLA Educational Scholarships that are not answered in the above guidelines should be directed to: Amber Sheerin, Program and Events Director at [asheerin@milibraries.org](mailto:asheerin@milibraries.org)