SOUTH CAROLINA LIBRARY ASSOCIATION
REIMBURSEMENT REQUEST GUIDELINES

The South Carolina Library Association **Program Grants** and **Operational Expense Reimbursements** are administered by the SCLA Financial Planning and Development Committee. The intent of these grants is to encourage Sections and Round Tables to provide continuing education opportunities for their membership and librarians across the state during the year and/or at the annual conference. Priority will be given to those programs and workshops planned for mid-year. In addition, the financial health of the organization will be considered. Applications and guidelines may be obtained from the SCLA Executive Secretary or the SCLA web site. The Financial Planning and Development Committee will notify the Section or Round Table of its decision within one month of receipt of application.

GUIDELINES

There are no limits to the number of grants groups may apply for per year; however, the SCLA Financial Planning and Development Committee will take into consideration the number of applications received and the financial health of the Section or Round Table.

For any funds collected in excess of incurred expenses, 50% will go to the general association's funds and 50% will go to the Section(s) or Round Table sponsoring the program. Funds earned and allotted to Sections or Round Tables may accumulate.

In the description of program section of the application, a line must be included as to the value of the program to its membership and/or a specific goal of the Section or Round Table that it meets.

DESCRIPTION OF REIMBURSEMENT CATEGORIES

Program Grant
This category generally refers to expenses that comprise the core of the event or program. Examples of expenses included in this category would be facility rental, speaker fees, and catering expenses. If the event or program is **not** expected to generate income (i.e. through fund-raising or registration fees), this is the category under which the Reimbursement Request Form should be filed. Priority will be given for conference programs.

Section, Round Table or Committee Budget
This category also generally refers to expenses that comprise the core of the event or program; however, it is designated for those events or programs for which income is expected to be generated (i.e. through fund-raising or registration fees). Any Sections/Round Table funds generated from previous income will be used to fulfill this request.

Miscellaneous Expense
This category generally refers to "small ticket" purchases related to the event or program. Examples of such expenses might include light refreshments or miscellaneous supplies not provided by the association.

Instructions for application submission can be found on the Reimbursement Request Form.

Approved by the SCLA Financial Planning and Development Committee
05/2016