

**Continuing Professional Education Grant Program
Frequently Asked Questions and Answers
(created by the 2007-2008 CPE Committee, updated 2009)**

General Questions

Q. I am a member of AALL and want to travel to a workshop/class. Can I apply for a CPE grant?

A. No. The purpose of the CPE grant is to assist with the funding of continuing education workshops or classes. You can contact your AALL chapter or committees, caucuses, and special interest sections for information on scholarships and grants available for professional education.

Q. Do I need to acknowledge AALL as a sponsor of my program?

A. Yes. One of the conditions of the grant is that you include the AALL/BNA Continuing Education Grants Program in all marketing (including e-mail and other electronic announcements of the program) and registration materials. The following tagline must be used with or without the AALL logo: *This program is made possible by a grant from the AALL/BNA Continuing Education Grants Program.* Please include this tag line in the program's opening remarks.

Q. What happens if I fail to submit a final report as required by the terms of the grant?

A. If you are hosting a program on behalf of your chapter or SIS and do not submit a final report, you and your chapter or SIS will be barred from applying for future CPE grants. Your failure will also be included in the report to the Executive Board.

Q. I received a grant award last year for a program. My program was wildly successful, and I'd like to repeat it again. Can I reapply for a grant?

A. Yes. However, there is no guarantee that your program will be funded simply because it was funded in the past. Also, most of the programs that are grant recipients are recorded and available to AALL members on AALLNET.

Q. Do I need to post my event on AALL's Calendar of Events?

A. Yes. The Calendar of Events helps to promote your event and reminds those who cannot attend to check AALLNET to see if the program is available as a podcast, web archive or video recording.

Q. Are paper evaluation forms required for my program?

A. No. You may do a follow-up evaluation electronically, as long as you capture the results and submit them with your final report.

Q. We had some physical handouts at my program. Do I need to submit them?

A. Yes. You will need to submit them along with a copy of the recorded program to AALL Archives at the University of Illinois as part of the requirements of the

final report.

Q. I found a fantastic product that I use to do X with in my library. Can I give a program showcasing that product?

A. No. CPE grants are not to be used to promote one particular vendor or product.

Q. What if I have other questions that are not covered here?

A. Contact the chair of the [Continuing Professional Education Committee](#).

Money/Budget

Q. Do I have to charge a registration fee?

A. Yes. The CPE grant is not designed to fully fund a program but rather to act as a bridge between registration monies and the actual cost of the program. The program should be funded by registration fees and/or chapters and the CPE grant used as a supplement. The registration fee gives the program value, helps support its funding, and commits people to attend.

Q. What expenses will the CPE grant money not cover?

A. The grant money will not cover food, advertisement, or gifts for speakers. It should be used to cover expenses that directly affect the program such as room rental, speaker travel fees, and recording/broadcasting the program.

Q. Why do I need to list sponsors or other sources of revenue?

A. The CPE Committee takes into consideration program sponsors and other sources of revenue during the grant application review process.

Q. What if I am awarded a grant for a certain amount and unexpected expenses arise?

A. It is very important to budget your program wisely and submit a proposal that most accurately reflects your need. Get copies of preliminary invoices/bills for costs in writing, and include these numbers in your CPE budget. Once a program is awarded a grant, it will be up to the SIS, chapter, etc., to support its residual expenses.

Q. What if I don't know the exact amounts of revenue that will be supplied by other sources?

A. Provide an estimated figure. A budget must be submitted with the application, as the CPE Committee needs to know the specific expenses involved in the grant's use.

Q. Do I need to keep receipts or invoices?

A. Yes. They will need to be submitted after your program for reimbursement.

Q. My program is over and I didn't spend all the grant money. Do I have to

- return the excess?**
- A. Yes. Grant monies that are not spent must be returned.

Speakers

- Q. My speaker is an AALL member. Can I use the CPE grant to pay them an honorarium?**
- A. No. AALL members are presumed to want to further professional learning opportunities. However, it is acceptable to use the CPE grant to cover speaker travel expenses, such as airline tickets, hotel, and ground transportation costs.
- Q. My speaker isn't an AALL member. Can the CPE grant be used to cover their expenses?**
- A. Yes. The grant money may be used for speaker travel expenses, such as airline tickets, hotel, and ground transportation costs. Reasonable honorariums for non-AALL speakers are also allowed.
- Q. I have five speakers; one of them does not want to be recorded. Can I still apply for the grant?**
- A. Yes. In your application, be sure to tell the committee if a speaker doesn't want to be recorded. **You must find out if your speakers are willing to be recorded BEFORE you apply for the grant.**
- Q. I want to bring in a special speaker for my chapter's annual meeting. Can I apply for a grant for this?**
- A. The CPE Committee is interested in funding educational opportunities outside "normal channels"; it is not interested in subsidizing chapter annual meetings. However, in the past the CPE Committee has approved funding for a subject-specific workshop immediately preceding a regional chapter meeting.

Technology

- Q. Does my program have to be recorded?**
- A. Yes. The purpose of the grant is to help create ongoing professional education opportunities outside the Annual Meeting that are accessible to the membership. Programs that receive a grant must be recorded so that they are able to be distributed to a wider audience in AALL.
- Q. I am interested in putting on a webinar. Where do I begin?**
- A. If you would like to do a webinar, you must first contact Celeste Smith, AALL Education Director, to make the necessary arrangements and get pricing information. ***This is mandatory.*** Any applicant who does not follow this procedure will have their application "passed" by the committee.

Q. Do I have to use AALL's webinar provider to handle my webinar?

A. Yes. If you are interested in doing a webinar, you will have to use Webex, AALL's webinar provider. Contact Celeste Smith, AALL Education Director, for details.

Q. I'd like to have a podcast program, but I don't know how to podcast. Can I hire an outside firm to do it?

A. Yes. In fact, that is preferred in some cases, as a firm will also edit the podcast. Include a quote for the cost in your proposal.