

Grants Committee Report 2005-2006

This year the Grants Committee received ten applications and awarded five Travel Grants to June Stafford, Angela Kubala, Pam Rino, Abigail Ellsworth Ross and Cynthia Smith. These grants were underwritten by GSI LivEdgar who donated a lump sum of \$10,000 in 1993 to be used over the course of four years in \$2500 allotments. The grant covers the cost of travel including airfare and any other miscellaneous travel expenses. At the start of my term the balance was \$4199.17. Assuming we used the full \$2500 (this must be verified from AALL); the remaining balance is \$1,699.17.

In addition to awarding the grants we revised the grant application, eliminating the need for three letters of recommendation. We felt that requiring three letters of recommendation hindered worthy applicants from applying. Instead we put more emphasis on the personal statement. We kept the deadline for receiving applications as April 15.

Going forward, it is our recommendation that the process be made even more streamlined. This can be discussed with the PLL Board as it impacts the Treasurer. Currently, when a grant is awarded, the Chair notifies the recipient and AALL. AALL then notifies a third-party travel company who then contacts the recipient. The Chair is not notified when the party has been contacted. The Chair is also not told the final amount of the expense. Therefore, the only financial record the Chair has is an estimate taken from the original application. Not knowing how much of the \$2500 has been spent makes it impossible to know if too many or too few grants have been awarded.

Provided no changes take place in the way grants are awarded, the following steps should be taken to successfully navigate the awarding of travel grants:

August

Determine if there is sufficient funding to award the full amount of the grants.

This can be achieved by calling the current Treasurer of PLL who must then contact AALL headquarters. If there is not enough money, donations must be sought immediately as vendors are more likely to have money to donate earlier in the year. Be sure to let the President of PLL know you are seeking to replenish the pool because the President will want to let AALL know so as to not interfere with any of the organizations larger initiatives.

September

Increase the size of the committee

Check to see if PLL members have requested to be active on the Grants or "Other" Committees. This committee can operate with one person, but it is much easier with two or three.

January

Submit an announcement to the *AALL Spectrum* communicating that Travel Grants are available to coincide with the February printing.

February

Send out the electronic communications publicizing that Travel Grants are available.

Post to the PLL listserv and the Solo Librarian lists.

March

Send a reminder to the listservs.

April

Review applications and make selections.

May – early

Notify the recipients as soon as possible. Also notify the applicants who did not get chosen. Also consider posting an announcement in the *AALL Spectrum* that all grants have been awarded.

Christine Scherzinger, Grants Chair