

Prairielands Continuing Education (CE) Scholarship Guidelines for FY26-27

Prairielands Library Exchange endorses career development by supporting members who wish to attend continuing education and professional programs in library/media or other job-related fields. Scholarship funds will be awarded as an incentive for individual growth and development. Members may receive 1 (one) \$400 scholarship each quarter of the fiscal year. The fiscal year quarters are:

Quarter 1, July – September
Quarter 2, October – December
Quarter 3, January – March
Quarter 4, April - June

- 2026-27 CE Scholarship Applications MUST be received no later than 4 weeks before the event.
- CE Scholarship applicants must be an employee of a Prairielands member library.
- Eligible expenses may include:
 - Registration/tuition fees
 - Lodging
 - Meals on a per-diem basis
 - Transportation/mileage (Mileage is for the use of a personal vehicle.)
 - Parking
 - Cost of a substitute to cover while applicant is at an event

Meals are calculated using the state's per-diem meal allowances and are subject to change in order to match these standards. Please see the [Prairielands Per-Diem Meal Reimbursement](#) for details beyond those mentioned below.

- For all MN locations and all average-cost localities:
 - Breakfast: \$11
 - Lunch: \$13
 - Dinner: \$19
- For defined [high-cost localities](#):
 - Breakfast: \$12
 - Lunch: \$15
 - Dinner: \$23

Individuals may apply for up to \$400.00. When applying, be sure to request only those expenses you are asking Prairielands to fund. Do not include costs that may be covered by your employer or someone else. If an applicant encounters any special needs or accommodations related to their application (i.e. needing immediate notice of approval), the applicant must notify the office of their need(s) as soon as possible so efforts to accommodate can be made.

CE Scholarship policy, guidelines and budget will be set by the Prairielands Governing Board. Reimbursement for travel expenses are governed by the Prairielands [Travel Policy](#). Annual and quarterly scholarships may not be used in combination with each other for the same event.

Requirements of recipients include:

- Proof of payment is required for all expenses.
- Recipients will post a report using the Prairielands [Scholarship Report Form](#).

- The Request for Reimbursement form must be completed by the recipient and will include all information requested. Incomplete or incorrect request forms will delay the recipient's reimbursement process and may jeopardize pay out of the approved CE Scholarship if not properly completed within the 30 day deadline period.
- The Request for Reimbursement form (including all proofs of payment) along with the scholarship report must be completed and submitted to the Prairielands office within thirty (30) days of the completion of the event. If requirements are not met on time, the CE Scholarship award will not be paid out. Contact Prairielands with questions.
- The CE Scholarship recipient is responsible for requesting reimbursement. Reimbursement will be made to the recipient OR the designated organization, such as the recipient's employer or Friends of the library group.
- Recipients may be asked to share their experience with other Prairielands members at Continuing Education events in the region or via other Prairielands communications.

CE Scholarship applications will be reviewed by Prairielands Staff and awarded on a competitive basis. Award decisions will be based on the amount of funds available vs. applications received; past CE Scholarship(s) received by applicant(s); lack of merit of the event being applied for. Possible results of application review are as follows:

1. Award full amount requested.
2. Award less than full amount requested.
3. Deny application.

The Prairielands office will approve CE Scholarships based on past history set by the Prairielands Member Council. If the total amount of CE Scholarship funds requested exceeds the amount allotted, the funds available will be divided among all applications (exception – "first time applicants," will receive the full amount of their request. If all the funds set aside are not applied for, late applications will be considered on as "as they arrive" basis. Unused funds will be carried over to the next CE Scholarship deadline.

Prairielands accepts CE Scholarship applications for mileage or substitutes to attend Prairielands sponsored events. Applications for CE Scholarships for Prairielands events must be submitted before the event.

An e-mail confirmation of approval, partial approval or denial will be sent within 3-5 working days. If an applicant needs to know the status of their application immediately, the applicant is responsible for notifying the office directly. Approval e-mails will contain all the materials needed (i.e. request for reimbursement form, travel policy information and guideline material) to request reimbursement. It is critical to remember these materials must be complete and returned to/received in the Prairielands office within 30 days of the final date of the event.

If you have questions about the Prairielands Continuing Education (CE) Scholarship Program or if you need assistance in completing the form, please contact Prairielands.

Thank you for reviewing the updated Prairielands CE Scholarship process!