

# 2025 ARSL CONFERENCE GRANT



## **NOTICE OF FUNDING OPPORTUNITY: 2025 ARSL CONFERENCE GRANT**

*This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act (LSTA) as administered by the Utah State Library Division.*

### **ELIGIBILITY**

This grant is for eligible Utah library representatives to attend the [Association of Small and Rural Libraries 2025 Conference](#) (ARSL).

- Attendees must commit to attending the full conference and complete reporting at the conference.
- Applicants must demonstrate dedication and desire to learn about and improve their rural community library services through library service described in their application narrative.

### **PURPOSE**

The Utah State Library via the Library Development Program supports Utah's libraries and librarians and promotes the improvement of library service through training, grant funding, consulting, youth services, outreach, and more. This grant supports the following goals:

- Ensure access to quality information resources for rural Utah libraries and librarians
- Support excellence in library operations and services
- Strengthen community engagement and build thriving communities among rural libraries

### **AWARD**

This award will cover up to \$1,300 of the following expenses for each awarded individual:

- Transport & lodging to ARSL Conference 2025, Albuquerque NM, Sept 17 - 20 2025
- Registration / participation fees for ARSL Conference 2025

### **TIMELINE**

Application Period: Aug 8 - 14, 2025

Application Support Webinar: TBD; [registration required](#)

Award Announcements: Tuesday August 15th

Contracts due: August 20, 2025

Spending Period: July 01 - Sept 20, 2025

Conference Dates: Sept 17 - 20 2025

Reimbursement Requests Due: Sept 10, 2025

Report Due: September 19, 2025 (there will be a mandatory meeting at the conference for all USL attendees to complete the report together)

### **[ARSL CONFERENCE 2025 REGISTRATION RATES AND KEY DATES](#)**

## APPLICATION PROCESS

Multiple persons from the same organization applying to attend the same event will each need portal access and to complete a separate application and report.

1. Individual applicants must request access to the [USL Grants Portal](#); select New User; existing individual users should verify their information is up to date
2. Attend the Virtual Application Webinar Date TBD
3. Complete your application in the portal and make sure to press the SUBMIT button

*Please wait! Conference registration or travel booked prior to the start of the grant period is considered pre-award and WILL NOT be reimbursed. The only exceptions are FULLY refundable costs, which remain LSTA eligible. LSTA has the following cost restrictions:*

## ALLOWABLE COSTS

- All registration fees, including pre- and post-conference
- Transportation by air, bus, train, or car (use current mileage rate)
- Lodging at the lowest available conference rate plus applicable tax. If no conference hotel is identified, the [GSA CONUS Rate](#) for lodging applies
- Reimbursement of related expenses is available for conference attendance that allows librarians to develop, expand, deliver, or promote services and programs that are related to [Federal purposes](#).

## UNALLOWABLE COSTS

- Meals cannot be reimbursed with LSTA funds
- Costs associated with presenting at the conference
- Membership fees
- Training focused on library management activities involving fundraising, advocacy, general marketing, or library design and construction
- Airbnb is not an approved lodging source

## SPENDING & REPORTING

- **A final report is due at the event, by September 20, 2025.** This must include a narrative report and a financial / spending report. *There will be a group meeting scheduled on September 19th for awarded participants to share what they learned and complete the report together with the USL Grants Coordinator.*
- This is a **reimbursement grant**, paid out to your library once you submit an RFP through the grants portal. The RFP is due before the conference, on Sept 10th

## FEDERAL ACKNOWLEDGEMENT REQUIREMENT

It is required that recipients acknowledge IMLS on all press releases and promotional items, in the case that press releases are made and promotional materials created:

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