



Canadian Library Association
Association canadienne
des bibliothèques

Canadian Library Association

Awards, Grants and Sponsorships Policy

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Preamble

The Canadian Library Association is a federally registered charity (#118833763 RR0001) as well as a federally incorporated not-for-profit corporation.

Awards and grants are recognized in the Strategic Plan as forming an important part of CLA's enhancement of membership benefits and at times its advocacy efforts. The purpose of awards and grants is to recognize significant achievements, assist members, increase the Association's ability to deliver services to its members and help achieve the strategic goals of the Association.

The Association actively encourages individuals, companies, institutions, and other organizations to become sponsors of awards and grants. Sponsored awards enable vendors and others to participate in the life of the association in a unique and valued way. The Association issues charitable receipts for gifts of cash and occasionally gifts-in-kind including donations to sponsored scholarships.

The purpose of this policy is to establish guidelines that facilitate the administration of existing awards and grants and to set out guidelines for the establishment of new awards and grants.

I. Definitions

Awards

An award is a form of recognition for exemplary service or achievement as defined by the criteria for the award, e.g. Outstanding Service to Librarianship Award. Awards are usually given only to CLA members in good standing or retired former members; however, each award will have its own specific eligibility criteria.

CLA Council must approve the establishment of any new award bearing the name or sponsorship of CLA or any of its constituent components including Divisions and Interest

Groups. Divisions and interest groups may limit eligibility for their awards to their own members.

Grants

A grant is a payment to assist in the accomplishment of an achievement or activity, e.g. attendance at a continuing education event; membership in CLA. Scholarships and bursaries are forms of grants.

Eligibility for a grant is based on criteria set for the grant and does not necessarily involve past service or achievement. Grants are generally given only to CLA personal members or designated representatives of institutional members in good standing; however, each grant will have its own specific eligibility criteria.

Executive Council must approve the establishment of any new grant bearing the name or sponsorship of CLA or any of its constituent components including Divisions and Interest Groups. Divisions and interest groups may limit eligibility for their awards to their own members.

CLA Sponsorship

Sponsorship is a payment from CLA or a Division or Interest Group to another association or institution in response to a request to support an event or program being organized by and initiated by that other association or institution.

External Sponsorship

Funding received from sources external to CLA for the sponsorship in whole or in part of an event, award or grant administered by CLA or a Division or Interest Group. Acceptance of a sponsorship offer is not automatic and all offers must conform with this policy.

II. Eligibility Criteria for Awards and Grants

All awards and grants shall be allocated on basis of pre-approved eligibility criteria. It is CLA policy to publicize the availability and awarding process of awards and grants as publicly available as possible by appropriate communication media, which would normally include the CLA Web site and other publications.

For awards and grants made at the CLA Annual General Meeting or Annual Conference, any changes to the award or grant shall be submitted to the CLA office (for handling by Executive Council) by September 15 annually for the changes to be effective for the following year.¹

III. Name Convention

Awards are to be named with the name of the CLA Unit and the award title, e.g.:
[name of CLA Unit] [sponsor name if applicable] [Award title]

¹ Note that since this is a policy, Executive Council can waive the deadline on a case-by-case basis.

IV. Process for Creating Awards and Grants

All awards and grants are to be approved by Executive Council. Council will require a document containing the following information:

- (a) Type of Recognition (e.g. award, grant; if a grant, whether it is a scholarship or bursary).
- (b) Name of Award/Grant
- (c) Purpose of the Award/Grant
- (d) Actual Award (gift, plaque, cash). If a non-cash award, type (gift, plaque) and approximate value. If a cash award, precise amount. It is CLA policy that all new awards and grants have a minimum value of \$500 and all existing awards be reexamined for the appropriateness of the recognition.
- (e) Detailed Selection Criteria (e.g. what achievement is being honoured and why).
- (f) Detailed Eligibility Criteria (e.g. unrestricted; CLA members only; students only; preferences).
- (g) Detailed Selection Process (e.g. how it will be promoted; who makes the selection; when and where it would awarded²).
- (h) How the Award/Grant links to the current CLA Strategic Plan.
- (i) Any external funding requirements and potential sources of funds.
- (j) Any other information that would assist Executive Council in making its decision.

V. Process for Creating CLA Sponsorships

There must be a visible benefit to CLA members for this sponsorship. At a minimum, the recipient organization must publicly recognize the support from CLA and must admit CLA members to the sponsored program or event at a cost less than it would charge others who are not members of the recipient organization. Preferably, CLA members should be admitted to the event at the same cost as members of the recipient organization. Sponsorships by CLA, divisions or interest groups should be included in and be approved through the annual budget process.

A division or interest group may choose to sponsor an event that CLA has declined to sponsor if the event closely allies with the interests of the division or interest group.

VI. Conflict of Interest

All awards, grants and CLA sponsorships shall be decided as the result of a nomination or application process impartially administered. No award, grant, sponsorship etc. shall

² In general, grants that permit activities (attendance at meetings, Conferences, etc.) will be awarded at or immediately after the activity and may require proof of attendance. CLA components (Divisions, Interest Groups) will normally make their awards at their Annual meetings or annual Conference activities. CLA will make its awards at appropriate times and venues.

be awarded to any person (or her/his employer or immediate family) presently holding any position or office that is or may be seen to be influential on the award decision. No person sitting as a member of an awards or grant committee may receive the award or grant being considered by that committee in that year.

The names of all persons comprising the group making the decision on an award, grant, etc. must be publicly available. Names of the group members must be provided to CLA office by September 30 annually for the following year for an award to be offered in the following year.

VII. CLA Financial Policies, Budget Process, and Central Procurement

Awards or grants are subject to and may not be used to circumvent CLA financial policies.³

Division and Interest Group awards and grants should be clearly indicated in the budget for the respective component. Divisions and Interest Groups may budget for the sponsorship of a program item or event initiated by another organization, subject to the criteria noted elsewhere in the policy. In all cases, appropriate supporting information must be provided to the Finance Committee for the budget item to be eligible for approval.

CLA office provides central administrative support, including procurement, for many of the awards and grants. Divisions and Interest Groups may be required to take advantage of procurement and purchasing economies available to CLA office, such as the purchase and engraving of award plaques. CLA award certificates and plaques should have a consistent visual identity, so if a certificate or plaque is not ordered through the office, the visual identity must be consistent. Award committees should contact the CLA office prior to making any commitments.

VIII. Suspension/Discontinuation

Executive Council has the right to suspend or discontinue an award or grant for any reason, but prior to doing so will conduct a thorough review equivalent to the process for establishing an award or grant.

³ CLA financial policy clearly establishes the allowable expenses of divisional executive members with regard to CLA annual conference travel that may be reimbursed by CLA.