



HLABC C.W. (Bill) Fraser Professional Development / Travel Grant

Terms of Reference

The Grant is named in honour of Bill Fraser (1925-2005). We honour Bill for his vision, leadership and support for health librarians and library staff throughout British Columbia. Bill was the first president of the BC health libraries association, first director of the Library of the College of Physicians and Surgeons of BC, adjunct professor at UBC SLAIS and tireless advocate for BC health libraries.

The Grant is intended to help HLABC members attend the HLABC annual CE event, the Annual General Meeting or other general meetings throughout the year by waiving the CE course fees for members experiencing financial hardships and/or reimbursing travel expenses of members who do not live in the lower mainland. Priority will be given to those HLABC members who are actively involved in the Association. The total sum available for the grant is \$450 per year. The HLABC Executive will review all applications and release grant funds at its discretion.

Eligibility Criteria

Applicants must be current HLABC members

- Applicants must be actively involved in the Association and/or serve on an HLABC committee
- Applicants for travel funds must live outside the lower mainland.
- Applicants for course fee support must indicate the level of institutional support available to them.
- Preferences will be given to HLABC members who will be giving a committee report at a general meeting and to those who have not received the grant within the past 12 months.
- HLABC Executive members are not eligible to receive this grant.

Procedure for Application

Grant applications must be submitted in writing to the HLABC President a minimum of four weeks before an event for which financial support is sought. Whenever possible, applications should be submitted in electronic format.

Please include the following information when requesting a grant:

- General contact information of the applicant (name, institutional affiliation, contact address, telephone number, fax number, e-mail address).
- Date of HLABC CE event / general meeting you would like to attend.
- Cost of transportation to and from the general meeting or event (if applicable).
- Name of committee you are active on, or an outline of your recent HLABC contributions.
- Please indicate if you are presenting a report from a committee.

Other Requirements

Within four weeks of the completion of the HLABC general meeting or CE event, recipients of the grant must submit a brief written report on the activity and its benefits. This report will be published in the HLABC Forum.

If the recipient of a travel grant is unable to attend the HLABC CE event or general meeting, or if the event is cancelled, the full amount of the grant received must be returned to the association within four weeks.