

## **Library Vision Guidelines Makerspace Grant**

### Introduction

Makerspaces continue to be an important aspect of library services. The North Dakota State Library (NDSL) and the North Dakota Library Coordinating Council (NDLCC) are committed to supporting makerspace development by offering grants to libraries that wish to start or expand makerspaces.

### Objective

Makerspaces allow people with shared interests in STEAM activities to create projects using shared space, equipment, and knowledge. This grant supports the ability to add new STEAM experiences in the library setting.

### Maximum grant amount

\$5,000

### Timeline

- Application period: July 1–July 31, 2023
- Award date: August 31, 2023
- Grant Period: September 1–February 29, 2024
- Final report due: May 31, 2024

Grant activities may not start prior to the grant period. All items purchased must be received by the end of the grant period; all exceptions must be pre-approved by the State Librarian. Project impact assessment/goal evaluation must be completed by the final report due date.

### Disbursement of funds

- This is a reimbursable grant
- Final reimbursement request must be submitted on or before March 15, 2024
- Libraries may opt to submit one reimbursement request at the end of the project  
-OR-
- Libraries may opt to submit monthly reimbursement requests
- Forms are due by the 15<sup>th</sup> of the month and they must include all expenses for the preceding month
- The State Library will reimburse funds one time per month
- Reimbursement requests should include copies of all paid, itemized invoices/receipts along with Grant Reimbursement Request form SFN 54009.
- Reimbursement requests must be emailed to the Grants Coordinator at [ndsl-ld@nd.gov](mailto:ndsl-ld@nd.gov)

### Eligibility

- Publicly funded and Tribal libraries within North Dakota
- Public libraries must meet the Developing level of the Standards for Public Libraries
- Grant recipients must attend or view the **current** NDSL Library Vision grant webinar. The current webinar is available on the [State Library's YouTube Channel](#).

### Requirements

- Grants must be submitted in [Counting Opinions](#)
- Libraries must return the grant contract prior to the deadline
- Funds spent must adhere to requested budget categories in application and as awarded by the NDLC
- All grant amendment requests must be submitted to the Grants Coordinator via email before submitting for reimbursement. Failure to do so may result in denial of reimbursement of unauthorized expenses.
- Grant amendment requests are granted at the sole discretion of the State Librarian
- Consumable supplies for the makerspace not to exceed 10% of the total budget

### Reports:

- All required reports are found on the [State Library's Website](#)
- Libraries must submit the Grant Reimbursement Request Form SFN 54009 to request all reimbursements as outlined in the Disbursement of Funds section
- Libraries must submit the Final Grant Report SFN 59256 before the deadline to be eligible for future Library Vision grant opportunities

### Eligible expenses

This list is not exhaustive. If you have questions about eligibility, please contact the Grants Coordinator.

- Equipment, tools, and other necessary permanent makerspace components
- Software that is directly needed as part of the makerspace
- Tablet solely for makerspace use, not to exceed 25% of total grant budget
- Cart if needed due to space limitations
- Maximum of 5% of grant funds may be used for marketing the project if included in the project budget and narrative

### Ineligible expenses

This list is not exhaustive. If you include ineligible expenses, your grant will be disqualified.

- Books
- Furniture, shelving, or other capital expenses
- Subscriptions, warranties, maintenance contracts, or licensing fees
- Digital content such as e-books or databases
- Labor, salaries, or benefits
- Taxes
- Food and beverages

### Additional information

If you do not have space in your library for a permanent makerspace, think about ways to regularly make this equipment available such as a cart.

### Project examples

- 3-D Printers, printer pens, tools, software, and/or consumables
- Coding, Arduino, or robotics
- Audio/Video recording, production, and editing
- STEAM kits (Penworthy, etc.)
- Die cutting machine (e.g. Cricut, Brother, Silhouette, etc.)
- Embroidery sewing machine
- No-tech kits for sewing, painting, or hand tools
- Laser cutting/etching, soldering, or woodworking

### Marketing ideas

- Social media campaign
- Bookmarks
- Billboard ads
- Public Service Announcements (PSAs)

### Project Prompts

- How does this makerspace tie into your library's mission and/or vision statements?
- What requests have you received from patrons that you have not been able to fulfill?
- What STEAM interests regularly arise in your community?
- What are the ongoing costs beyond the grants' allowance?
- How will patrons learn to use the equipment?
- Does your collection development policy need to be updated?
- Does current staff have the capacity to support the Makerspace?

### Assistance

If you have questions or need assistance with your grant application, please contact Grants Coordinator James Murphy at (701) 328-3495 or email at [nds-lid@nd.gov](mailto:nds-lid@nd.gov)