Library Vision Guidelines
Programming Grant

Introduction
Libraries serve many roles in their communities. Programs support lifelong learning, literacy, and feed the creative spirit. The North Dakota State Library (NDSL) and the North Dakota Library Coordinating Council (NDLCC) are committed to supporting the programming efforts of libraries in providing opportunities for communities to grow.

Objective
The purpose of this grant is to support the development of new programs or the enhancement of existing programs in North Dakota libraries.

Maximum grant amount
 $5,000

Timeline
- Application period: July 1–July 31, 2023
- Award date: August 31, 2023
- Grant Period: September 1–March 31, 2024
- Final report due: June 30, 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 April 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 15th 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

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 NDLCC
- 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
- Program must be new or add a new element to an existing program

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.
- Authors, performers, presenters
- Transportation (coach class for airlines) and lodging for a program presenter (meals are not an eligible expense) not to exceed [GSA rates](#)
- Consumable supplies directly used in programs
- Equipment only for use in supporting the grant program which must be clearly articulated in the project narrative
- 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.

- 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
- Weapons

Project examples

- DIY program – bath bombs, lip balm, scrubs
- STEAM programs – Science projects, slime, Legos
- Activity Program – Party, Scavenger Hunt, Escape Room
- Story Time hand Puppets
- Story Boards

Marketing ideas

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

Project Prompts

- How does this project fit into your library's mission and/or vision statements?
- What is a population that you would like to reach?
- How do you plan to sustain this program after the grant period?
- What are the ongoing costs of this program?
- What sorts of programs are popular with your community?
- Is there a program that has been asked for that you have not been able to offer?
- How can you add a new element to a current program?

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 ndsl-ld@nd.gov