

## **Library Vision Grant Guidelines**

### **Tribal College Library General**

Libraries are essential to communities, providing access to information, resources, and programming for people of all ages. The North Dakota State Library (NDSL) and the North Dakota Library Coordinating Council (NDLCC) are committed to supporting Tribal College Libraries with meeting the needs of their communities. The local library is best able to determine the needs of the community that they serve. The goal of this grant is to support local tribal libraries with meeting the needs of the community by providing funds to support resources, programming, spaces, and library operations. Grant applicants should clearly articulate their needs, the amount of funding required, and the goals of their project.

#### Maximum grant amount

\$10,000

#### Match

No match is required for this grant.

#### Timeline

- Application Period: January 2 – April 30, 2024
- Award Date: May 31, 2024
- Grant Period: June 1, 2024 – March 31, 2025
- Final Report Due: June 30, 2025

All grant activities must be completed before the end of the grant period. All items purchased must be received by the end of the grant period.

#### Disbursement of funds

- This is a reimbursement-based grant.
- Final reimbursement request must be submitted on or before April 15, 2025.
- Libraries may opt to submit one reimbursement request at the end of the project by submitting copies of all paid, allowable invoices that are scanned and emailed to the State Library at [ndsl-ld@nd.gov](mailto:ndsl-ld@nd.gov) along with a completed Grant Reimbursement Request form is located at [SFN 54009 Grant Reimbursement Request](#) on the State Library website for reimbursement on or before April 15, 2025

-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.

- All documents (besides the Counting Opinion Application) should be sent to the [ndsl-ld@nd.gov](mailto:ndsl-ld@nd.gov) email.

### Eligibility

- Tribal College libraries that are located within the geographic boundaries of North Dakota are eligible for this grant.
- Grant recipients must attend or view the current recording of the NDSL Library Vision grant webinar (presented in November 2023).

### Requirements

- Grants must be submitted in Counting Opinions.
- Libraries must return the grant contract prior to the deadline.
- Sufficient detail in the grant narrative should outline what will be included for purchases; however, brand names are discouraged in case substitutions are required.
- Any changes made to approved grant activities after the award date must be approved by the State Library prior to implementation. All modification requests should be submitted to the Grants Coordinator at [ndsl-ld@nd.gov](mailto:ndsl-ld@nd.gov).

### Reports

- All required reports are found on the [State Library's Website](#).
- Libraries must submit the [Grant Reimbursement Request Form SFN 54009](#) as they expend grant funds to be reimbursed either monthly, or they may submit the form one time after all funds have been expended at the end of the grant period.
- 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 of items, please contact the Grants Coordinator.

- Furniture and display cases
- Program expenses including speaker fees
- Collections
- Technology for library use
- Contract labor related to the grant project

### Ineligible expenses

This list is not exhaustive. If you have questions about eligibility of items, please contact the Grants Coordinator. If you include items that are identified as ineligible expenses, your grant will be disqualified.

- Any capital expenses not related to the construction of furniture

- Any expenses beyond the grant period
- Subscriptions, warranties, or maintenance contracts
- Weapons of any kind
- Staff salaries or benefits
- Food and beverages
- Taxes

#### Additional Information

Consider consulting with the library's attorney about the need for a liability and indemnification waiver as it relates to misuse and maintenance of the library's materials.

#### Questions to consider

- What areas of the library need a refresh?
- Are there new collections that you'd like to add or areas of the collection that need updating?
- Is there a speaker or series of speakers that you'd like to provide to the community?
- Have you considered technology needs for your library?
- Do you want to add a Makerspace or Libraries of Things?
- Do you need to update any policies because of this grant program?
- Do you have an innovative idea beyond the ordinary? Reach out to the State Library before or during the grant writing process for guidance.

#### Assistance

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