I. GRANT CALENDAR

The North Dakota State Library and the North Dakota Library Coordinating Council will begin a grant round August 15, 2018.

- The deadline for electronic receipt of the Application Form is September 30, 2018.
- Grant awards will be made by October 15, 2018.
- Projects begin October 15, 2018 or when award is made.
- Grant projects must be completed by grant library with reimbursement requested by May 15, 2019.

II. GRANT CATEGORIES

All grants must correlate with one or more goals described in Library Vision 2020 located at: http://library.nd.gov/publications/libraryvision2020.pdf. The grant narrative must address the correlation.

Grant Categories:

1. Resource Sharing WorldCat Grant
2. North Dakota Collection Development Grant
3. General Collection Development Grant
4. Makerspace Grant

Please look at the guidelines for each grant category for specific information.
III.  GRANT APPLICATION

The completed original application must be submitted electronically through Counting Opinions at https://nd.countingopinions.com/.

You may contact one of the following State Library staff for assistance with your grant application until it is submitted (locked) in Counting Opinions.

**Public Libraries:**
Eric Stroshane- estroshane@nd.gov  701-328-4661  
Abby Ebach- aebach@nd.gov  701-328-4680  
Trevor Martinson- tjmartinson@nd.gov  701-328-4663

**School Libraries:**
Carmen Redding- credding@nd.gov  701-328-4676

**Academic libraries:**
Cynthia Clairmont-Schmidt- ccclairmont@nd.gov  701-328-4652

Please print a copy of your application for your records before locking the document on the Counting Opinion website.

All sections of the application form must be completed.

IV.  ELIGIBILITY CRITERIA FOR NORTH DAKOTA LIBRARIES

Grant funds are to be used as start-up money, not for ongoing operational costs. No administrative costs, construction, overhead charges, furnishings, or contingency funds will be approved in program budgets.

**To be eligible libraries must meet the following criteria:**

   a. Applicants must be publicly-funded libraries to qualify.

   b. Public libraries must have met the NDLCC Standards for Public Libraries before January 1, 2018.

   c. Public school libraries must provide library services to students and/or faculty for a minimum of 15 hours per week.

V.  EVALUATION

Libraries must complete an evaluation that demonstrates if the project achieved measurable outcomes and the impact on the community.
VI. REPORTING PROCEDURES

These are reimbursable grants. Grant recipients should request reimbursement by submitting Final Expenditure/Grant Reimbursement Request Form SFN 54009 to Assistant State Librarian Cynthia Clairmont-Schmidt at ndsladmn@nd.gov.

Grant recipients are required to submit Final Grant Report SFN 59256 which is due thirty (30) days after the end of the project.

Forms can be obtained on the State Library Website at http://library.nd.gov/grants.html.

Final Grant Report Form (SFN 59256): http://library.nd.gov/grants/finalgrantreport.pdf

Final Expenditure/Grant Reimbursement Request Form (SFN 54009): http://www.library.nd.gov/grants/reimbursementrequest.pdf

The North Dakota Library Coordinating Council and the North Dakota State Library reserve the right to examine and monitor the ongoing progress of the grant recipient during the grant period as well as after the completion of the grant.

VII. GRANT ADMINISTRATION

Expenditure of Funds and Payments:

Grant reimbursements will be paid to libraries upon submission of the Final Expenditure/Grant Reimbursement Request Form (SFN 54009). After paying the bill, a copy of the paid invoice must accompany the form and be sent via email to ndsladmn@nd.gov or mail to the North Dakota State Library, 604 E. Boulevard Ave., Bismarck, ND 58505 for reimbursement. Actual expenses will be reimbursed up to the grant amount.

The State Library must receive requests for reimbursement by the last day of the grant period. A request for reimbursement is encouraged as soon as possible after the library has completed the project.

VIII. GRANT CHANGES

Changes to the grant by the grant recipient must have written approval from the State Librarian.
RESOURCE SHARING WORLD CAT GRANT

Objective:

The objective of this grant category is to add a library’s bibliographic records to WorldCat. WorldCat serves as a tool to locate books and materials in the collections of North Dakota libraries, as well as libraries around the world, and allows for the common objectives agreed to in Library Vision 2020. MARC records may be exported to local circulation systems that allow importing of records.

Eligibility:

a. Publicly-funded school and public libraries are eligible to apply for the grant.
b. Libraries whose records are currently on WorldCat or who have received grants in the past for retrospective conversion are not eligible for a Resource Sharing WorldCat grant.
c. You must subscribe annually to the licensed statewide Online Library Resources.

Description of Project:

A library that receives a Resource Sharing grant is making a commitment to: maintain the library’s collection in WorldCat for a minimum of five years; add all new materials to WorldCat, and withdraw discarded materials from WorldCat. The library is also committing to participate in the statewide Online Library Resources contract for a minimum of five years. The library must complete a thorough weeding of the library’s collection prior to the start of the project.

The library will be responsible for the selection of a circulation system and all associated costs for that system.

After retrospective conversion is completed, ongoing cataloging may be done by State Library staff or your library staff. If your library staff performs the ongoing cataloging, they are required to have formal cataloging training and will receive CatExpress training from the State Library staff. If you choose to have the State Library perform the ongoing cataloging, staff will catalog all materials at no additional charge beyond the per-record WorldCat charge.

The application is required to demonstrate which LV2020 Goals and objectives will be met through the project.

Costs That May Be Included in the Grant Application for Non-automated Libraries:

a. WorldCat retrospective conversion costs of $1.27 per record, using CatExpress.
b. Local staffing costs for preparing bibliographic information of $.30 per record.
c. Device or equipment with scanning capabilities.
d. One computer with a maximum cost of $1,000.
e. One barcode scanner (cost varies).

**Costs That May Be Included in the Grant Application for Automated Libraries:**

a. Cost of database cleanup using a third-party service such as Marcive.
b. OCLC Reclamation project which will upload your existing records to OCLC.

**Ongoing Local Costs:**

a. Cost of circulation system.
b. Annual subscription to the Online Library Resources. Current cost is $1.3189 per student for school libraries and $1.1319 per capita for public libraries; cost is subject to change annually.
c. CatExpress at $.98 per new title; the State Library contributes an additional $.29 per record for a total of $1.27 per record. Cost is subject to change.
d. Local interlibrary loan costs including staffing and postage.
e. Supplying bibliographic information to the State Library.
NORTH DAKOTA COLLECTION DEVELOPMENT GRANT

Objective:

This grant category provides a library the ability to develop or expand a North Dakota collection. Titles must be written by a North Dakota author or feature North Dakota as the setting or subject.

Eligibility:

All library types are eligible to apply.

Match:

This grant has a $2,000 cap with a local match of 10%.

Description of Project:

Libraries will create or add to an existing North Dakota themed collection but replacing current copies is allowed. The application must describe how the new items will enhance and improve services to your patrons. The application should also demonstrate which LV2020 Goals and objectives will be met through the project.
GENERAL COLLECTION DEVELOPMENT GRANT

Objective:

This grant category provides a library the ability to develop or expand their collection.

Eligibility:

All library types are eligible to apply.

Match:

This grant has a $2,000 cap with a local match of 10%.

Description of Project:

Libraries will add materials including popular materials to their collection. Libraries must define their library’s collection needs and plans to address those needs. Application must describe how the new items will enhance and improve services to your patrons. The application should also demonstrate which LV2020 Goals and objectives will be met through the project.
MAKERSPACE GRANT

Objective:

This grant category provides a library the opportunity to add makerspace functionality to their library. Libraries that did not receive a Makerspace grant the last time around will be given priority; prior recipients are encouraged to apply in case there are funds available for additional projects.

Eligibility:

All library types are eligible to apply.

Match:

This grant has a cap of $5,000 and a 10% match.

Description of Project:

The definition of a makerspace is a place in which people with shared interests, especially in computing or technology, can gather to work on projects while sharing ideas, equipment, and knowledge. This grant seeks to encourage North Dakota libraries to become familiar with the makerspace movement through the creation of a dedicated space and/or tools that patrons can use to explore creativity and technology. The library may purchase equipment and related supplies for patrons to use within the library or for circulation.

This grant is intended to be seed money for initial or additional makerspace equipment. The grant application should indicate the library’s ability to sustain the project for a minimum of three years beyond the grant period.

Application must clearly explain how the project will meet the goals and objectives of LV2020. Applicant must identify at least one particular group that the project will aim to serve.

The application must fully explain the equipment that will be purchased and how it will be used, how the library will market the project, and how this project will enhance and improve services to the community and enrich patrons’ lives.

Eligible equipment could include but is not limited to:

- a 3-D printer and filament
- 3-D tools such as 3-D pens
- STEM kits
- a die cutting machine (such as a Cricut or a Silhouette)
- no-tech kits for sewing, painting, or hand tools

Please contact your NDSL representative for additional resources on eligible equipment.