

## **Library Vision Grant Guidelines Winter 2025**

Libraries provide essential services to communities by providing access to information, fostering literacy, and supporting lifelong learning and personal enrichment. The North Dakota State Library and the North Dakota Library Coordinating Council grant program aims to strengthen libraries of all types by supporting the development of essential services and programs and increasing access to valuable collections. By funding creative and impactful projects, we seek to strengthen the role of libraries as vital community hubs.

Grant applications should indicate the purpose of the project, the dollars required to complete the project, the impact that the project will have on the community, and a clear evaluation plan with measurable goals. The project must be aligned with a Library Vision goal and the application must clearly articulate how and why the project aligns with the specific goal selected. Aligning with the correct Library Vision goal is a high priority for the Council. If the Council determines that the project and goal are not in alignment the grant will not be funded. Please review the [Library Vision Strategic Plan](#) for more information on the goals.

### Maximum grant amount

The total funding available for this grant offer is \$8,000. Grant applications may range from a minimum of \$500 and a maximum of \$8,000.

### Timeline

- Application Period: January 15 – February 15, 2025
- Application Open: January 15, 2025
- Application Close: February 15, 2025
- Award Date: February 28, 2025
- Grant Period: March 1 – May 31, 2025
- Final Reimbursement Due: June 15, 2025
- Final Report Due: August 31, 2025

All grant activities must be completed before the end of the grant period. All items purchased must be received before the end of the grant period. All documents should be sent to [ndsl-ld@nd.gov](mailto:ndsl-ld@nd.gov).

### Grant Writing Webinar Series

The State Library has a series of informational webinars available at [Niche Academy](#). We strongly recommend watching the short videos and believe doing so will increase the likelihood of a successful grant application.

- General Grant Writing
- Project Narrative
- Library Vision
- Evaluation
- Impact and Sustainability

In addition to the pre-recorded grant writing resources, there will be a live Question and Answer session with the Grants Coordinator.

### Disbursement of funds

- This is a reimbursement-based grant.
- All items or services must be ordered, received and/or completed, with payment completed and posted before any reimbursement request may be submitted.
- Final reimbursement requests require that all grant activities must be completed in full before submission and are due on or before June 15, 2025.
- Libraries may opt to submit one reimbursement request at the end of the project by emailing scanned copies of all paid invoices and proof of payment to the State Library at [ndsl-ld@nd.gov](mailto:ndsl-ld@nd.gov) along with completed form [SFN 54009 Grant Reimbursement Request](#). - OR- Libraries may opt to submit monthly reimbursement requests.
- Forms are due by the 15th of the month and must include all expenses for the preceding month and proof of payment.
- The State Library will reimburse funds one time per month.
- All documents (besides the Counting Opinion Application) should be emailed to [ndsl-ld@nd.gov](mailto:ndsl-ld@nd.gov).

### Eligibility

- Publicly funded North Dakota academic, public, and K-12 school libraries, and Tribal Libraries are eligible for this grant
- Public libraries must meet or exceed the developing level of the Standards for Public Libraries

### Requirements

- Grants must be submitted in [Counting Opinions](#)
- Libraries must sign and return the grant contract prior to the deadline
- Any changes made to approved grant activities after the award date must be approved by the State Library **prior** to implementation.
- Modification requests should be submitted using form [SFN 62354 Grant Amendment Request](#) and emailed to [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](#) to receive reimbursement
- Libraries must submit the [Final Grant Report SFN 59256](#) before the deadline to be eligible for future Library Vision grant opportunities

### Expenses

The list of eligible and ineligible expenses is not exhaustive. Contact Grant Coordinator James Murphy with any questions related to expenses.

### Eligible expenses

Expenses must be related to the grant project. Marketing and outreach supplies related to the specific project are an eligible expense.

If your grant application includes software, you must explain how it fits into the project and all costs must be completed within the grant period.

All e-materials must be added to a shared collection and may not be added to an Advantage collection.

### Ineligible expenses

Capital assets, expenses or repairs including land, vehicles, machinery, and construction.

Contracts including extended warranties, subscriptions or maintenance that extend beyond the grant period.

Weapons, food and beverages, taxes, and staff salaries or benefits

### 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 [ndsl-ld@nd.gov](mailto:ndsl-ld@nd.gov).