

# LIBRARY VISION GRANT PROGRAM GUIDELINES COVID-19 RESPONSE GRANT

## I. GRANT CALENDAR

The North Dakota State Library and the North Dakota Library Coordinating Council will begin a grant round October 1, 2020.

- The deadline for electronic receipt of the Application Form is October 31, 2020.
- Grant awards will be made by November 15, 2020.
- Projects begin November 15, 2020 or when the award is made.

Libraries that need login credentials for Counting Opinions can request them by sending an email to the State Library at [ndsladm@nd.gov](mailto:ndsladm@nd.gov). Contact the State Library with any questions regarding existing login information at 701-328-2492 or via email.

## II. 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:**

Abby Ebach- [aebach@nd.gov](mailto:aebach@nd.gov) 701-328-4680

Angie Houser- [ahouser@nd.gov](mailto:ahouser@nd.gov) 701-328-3495

### **School Libraries:**

Carmen Redding- [credding@nd.gov](mailto:credding@nd.gov) 701-328-4676

### **Academic libraries:**

Cynthia Clairmont-Schmidt- [ccclairmont@nd.gov](mailto: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.

### III. ELIGIBILITY CRITERIA FOR NORTH DAKOTA LIBRARIES

To be eligible libraries must meet the following criteria:

- a. Applicants must be publicly-funded libraries to qualify.
- b. Compliance with the Standards for Public Libraries is not required for this grant round.
- c. The library will be required to sign a grant contract outlining the requirements of the grant. The contract requires signatures and has a deadline listed for returning it to the State Library.

**\*If the contract is not received by the State Library on or before the contract deadline, the library forfeits their grant award.**

- d. Libraries that received a first round COVID-19 Response grant are eligible for this offering.

### IV. EVALUATION

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

### V. REPORTING PROCEDURES

The COVID-19 Response Grant funds will be issued to the library at the time of the award. Recipients are required to submit Quarterly Grant Reports SFN 53489 and a Final Grant Report SFN 59256. The quarterly reporting period will begin on the Award Letter date.

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

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.

### VI. GRANT CHANGES

Changes to the grant by the grant recipient must have written approval from the State Librarian.

## **Description of Grant:**

### **Objective:**

The goal of the COVID-19 Response Grant is to assist North Dakota libraries in responding to the coronavirus pandemic; to help libraries prepare to reopen to the public and to adapt their services for reducing the impact of COVID-19 and to help libraries adapt programs to a virtual format.

### **Project Dates:**

All funds must be expended by March 31, 2021.

Final report is due by June 1, 2021.

Quarterly reports are due by the 15<sup>th</sup> day after the start of each quarter.

### **Grant Amount:**

Maximum award available to each library is \$2,000 plus \$500 for each library outlet (including bookmobiles). Budget should be a whole dollar amount.

### **Description of Project:**

Libraries should describe in detail the items that they wish to purchase, how the purchase will enable the library to re-open, to alter services to reduce the impact of COVID-19 or to adapt programs to a virtual format. For items outside the list of allowable expenditures, libraries should include the scientific evidence to support the measure chosen.

### **Allowable expenditures include:**

- Protective supplies such as: masks, touchless thermometers, sneeze-guard barriers/shields, gloves, keyboard covers, hand sanitizing stations, etc.
- Cleaning supplies such as: sanitizing wipes, cleaning solutions, professional cleaning services, etc.
- Equipment such as: receipt printers, barcode scanners, quarantine totes (to quarantine returned library materials), UV light sanitizers, anti-bacterial/anti-microbial keyboards, and/or mice, self-checkout stations, etc.
- Equipment to present virtual programs such as: cameras, microphone, recording software, etc.

This list is not exhaustive, but this program is limited to providing supplies, services and equipment to help libraries limit the spread of COVID-19 and to adapting programs to a virtual format.

You may reach out to your Library Development Specialist for assistance with the grant application process. You are also encouraged to contact your Library Development Specialist at any time during the grant process for guidance with any issues or questions that arise during the implementation of the grant award.

This is a competitive grant; please review the scoring rubric to make sure that your application addresses all of the components including using clear language, proper grammar, and punctuation. A copy of the scoring rubric can be found on the North Dakota State Library's website at: <http://library.nd.gov/grants.html>.