

LIBRARY VISION GRANT PROGRAM GUIDELINES PROFESSIONAL DEVELOPMENT 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. 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 701-328-4680

Angie Houser- ahouser@nd.gov 701-328-3495

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.

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 has been waived 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.**

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 Professional Development Grant funds will be a reimbursable grant. Recipients are required to submit Quarterly Report Form 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 Professional Development Grant is to assist North Dakota libraries in providing professional development opportunities for library staff, either individually or collectively. Libraries may partner with other libraries to bring in a professional development speaker virtually or in-person at the discretion of the library.

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 15th day after the start of each quarter.

Grant Amount:

Maximum award available to each library or group of libraries is \$3,000. Budget should be a whole dollar amount.

If two or more libraries apply jointly, one library will need to serve as the fiscal agent. The fiscal agent will submit the application, sign the contract, receive and disburse the funds, file all reports, and ensuring the presentation to the ND library community as described below.

Description of Project:

Libraries should describe in detail the professional development opportunity that will be presented, the benefit to staff in participating and how the knowledge gained will be utilized. The application should identify a specific person or opportunity. Application should identify if it is for an individual staff member, a group of staff, the whole staff or a group of libraries.

Grantees must present on the professional development opportunity by submitting an article for the Flickertale or presenting at an in-state conference or workshop to benefit the larger North Dakota library community.

Allowable expenditures include:

- Workshops and conferences: registration, transportation, per diem meals, etc.
- Presenters for staff development group: all costs associated with the presentation including honorarium/fee, travel expenses, etc.
- Mileage if one or more library is participating in a joint in-person speaker presentation. Mileage may not apply if speaker presents virtually.

Ineligible expenditures include:

- Equipment, furniture, alcoholic beverages, supplemental materials

These lists are not exhaustive. Please contact the State Library with questions about eligible expenses prior to submitting your grant.

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>.