I. GRANT CALENDAR

The North Dakota State Library and the North Dakota Library Coordinating Council will begin a grant round August 15, 2019.

- The deadline for electronic receipt of the Application Form is September 30, 2019.
- Grant awards will be made by October 15, 2019.
- Projects begin October 15, 2019 or when award is made.
- See specific grant guidelines for deadlines for applications, project completion and reports.

Libraries that don’t already have a login and password for Counting Opinions can request one by sending an email to the State Library at ndsladmin@nd.gov Contact the State Library with any questions regarding your login information.

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. General Collection Development Grant
2. Innovative Partnership 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. The Standards for Public Libraries compliance requirement has been waived for this grant round only. The newly updated and approved Standards for Public Libraries will go into effect July 1, 2020 for all future grant rounds and will appear in all future grant guidelines under the Eligibility Criteria for North Dakota Libraries.

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

d. The library will be required to sign a grant contract outlining the requirements of the grant. The contract requires signatures and has a deadline for returning 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.

V. EVALUATION

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

The Collection Development grant is a reimbursable grant. 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.

The Innovative Partnership 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.

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.

VII. GRANT ADMINISTRATION

Expenditure of Funds and Payments:

A. Collection Development Grants
   a. Reimbursements will be paid to libraries upon submission of the 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.
   b. The State Library must receive requests for reimbursement by the last day of the grant period which is June 30, 2020. A request for reimbursement is encouraged as soon as possible after the library has completed the project.

B. Partnership Grants:
   a. Funds will be sent to the libraries when the grant is awarded. Reports will need to be submitted throughout the grant period. (See specific project for more details on deadlines.)

Note: Grant awards must be included on the public library annual report as state revenue in the year that the grant is received.

VIII. GRANT CHANGES

Changes to the grant by the grant recipient must have written approval from the State Librarian.
GENERAL COLLECTION DEVELOPMENT GRANT

Objective:

This grant category provides a library the ability to develop or expand their collection. Libraries may purchase any format except electronic or e-books. Libraries may also choose to expand their North Dakota collection with these funds.

Eligibility:

All library types are eligible to apply. Libraries that did not receive a Collection Development grant the last time around will be given priority; prior recipients are still encouraged to apply.

Project Dates:

All funds must be expended and reimbursement requested by June 1, 2020.

Grant Amount:

The maximum grant award is $2,000 with a 10% match required.

Description of Project:

Libraries will add materials to their collection. Libraries must define their library’s collection needs and plans to address those needs. The grant 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.
INNOVATIVE PARTNERSHIPS GRANT

Objective:

The goal of the library partnership grant is to increase the level of integration of North Dakota libraries in their local communities and in so doing increase their value and relevance to their service populations. Another desired outcome is increased service capacity attended by the utilization of partnered resources.

Eligibility:

This grant is open to public and school libraries.

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:

For a single library, the maximum award is $5,000 with a 10% match required.
For 2-3 libraries applying jointly, the maximum award is $20,000 with a 10% match required.
For 4 or more libraries applying jointly, the maximum award is $30,000 with a 10% match required.

Description of Project:

The eligible library will identify and approach at least one local business or nonprofit agency to develop and present a single or a series of programs and / or a project for the benefit of the community.

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 the funds and disburse them to the other libraries and will be responsible for filing all reports.

A list of possible topics, including but not limited to, are outlined below:

- Cultural/Ethnic
- Topical Health
- Financial/Budgeting
• Music/Arts
• Author Events
• Current Events

Libraries may reach out to a statewide organization such as the North Dakota Homeschooler’s Association to partner to serve the families within that library’s community. Libraries may partner with more than one library when working with a statewide entity.

Libraries must seek out new partners that they are not currently working with. The grant must outline the benefits of the partnership to both the community and the library and how this project will increase the library’s capacity to meet the needs of the community.

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.