Library Vision Grant Guidelines
Tribal College Library

Libraries are essential to communities, providing access to information, resources, and programming for people of all ages. The North Dakota State Library (NDSL) and the North Dakota Library Coordinating Council (NDLCC) are committed to supporting Tribal College Libraries with meeting the needs of their communities.
The local library is best able to determine the needs of the community that they serve. The goal of this grant is to support local tribal libraries with meeting the needs of the community by providing funds to support resources, programming, spaces, and library operations.

Grant applications should indicate the purpose of the project, the funds required to complete the project, the impact that the project will have on the community, and a clear evaluation plan with measurable goals. Goals should follow the SMART goals framework. SMART goals are a framework for setting objectives that are Specific, Measurable, Achievable, Relevant, and Time-bound.

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. The grant will not be funded if the project and selected Library Vision goal are not aligned. Please review the Library Vision Strategic Plan for more information on the goals.

Grant amount
$1,000-$15,000
Total amount available: $50,000

Timeline
Application Period: April 15, 2026- May 26, 2026
Award Date: June 29, 2026
Grant Period: July 1, 2026- November 30, 2026
Final Reimbursement Due: December 15, 2026
Final Report Due: February 28, 2027

All grant activities must be completed before the end of the grant period. All items purchased must be received by the end of the grant period.

Grant Writing Video Series
The State Library has a series of short 3-5 minute videos available at Niche Academy. We strongly recommend watching the short videos and believe doing so will increase the likelihood of a successful grant application.

Video topics:
- Overview
- Grant Writing Basics
- Project Narrative
- Impact and Sustainability
- Evaluation

Disbursement of funds
This is a reimbursement-based grant.

Libraries may submit reimbursement claim requests on a monthly basis. The final reimbursement claim request must be submitted no later than 15 days after the end of the grant period. All reimbursement claims must be supported with itemized receipts and proof of payment, which must be uploaded under the "Claim Supporting Documentation" section of the reimbursement request.

Eligibility
Tribal College libraries that are located within the geographic boundaries of North Dakota are eligible for this grant.

Requirements
All documents must be submitted via WebGrants, the grant management system.

Libraries must 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.

Reports
Libraries must submit the final grant report before the deadline to be eligible for the next Library Vision grant opportunity.

Expenses
The list of eligible and ineligible expenses is not exhaustive. Contact the Grants Coordinator at ndsl-ld@nd.gov with any questions related to expenses prior to submitting the grant application.

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.

Ineligible expenses
If you include items that are identified as ineligible expenses, your grant will be disqualified.

- Any capital expenses not related to the construction of furniture
- Costs incurred before the start date or after the end date of the grant
- Food and beverages
- Costs that are not necessary, reasonable, or directly related to the project
- Subscriptions, warranties, or maintenance contracts
- Equipment purchases outside the scope of the approved budget
- IT equipment not related to the funded project
- Staff salaries or benefits
- Taxes

- Entertainment costs (parties, receptions, social events, amusement)
- Promotional items or swag (mugs, T-shirts, keychains, pens, etc.)
- Gifts, gift cards, prizes, awards, or incentives
- Lobbying costs or political activities
- Fundraising activities or events
- Fines, fees, penalties, or late charges
- Donations or contributions to other organizations
- Memberships in professional organizations unless explicitly allowed and within the period of performance
- Any cost not included in the approved budget submission

Additional Information

Sufficient detail in the grant narrative should outline what will be included for purchases; however, brand names are discouraged in case substitutions are required. In the budget narrative, describe the amounts to be spent for each category that is completed in the budget table.

Reach out to the Grants Coordinator at ndsl-ld@nd.gov before or during the grant writing process for assistance.