

Library Vision Grant Guidelines

Public Spaces

Libraries are essential to communities, providing access to information, resources, and programming for people of all ages. They also function as community centers, gathering places, and learning spaces. Libraries need to be well-equipped and comfortable to serve their patrons well. The North Dakota State Library (NDSL) and the North Dakota Library Coordinating Council (NDLCC) are offering the opportunity to create welcoming library spaces through the purchase of new furniture and display cases. This grant can be used to create new public spaces in the library, such as reading nooks, study areas, and collaboration spaces or to refresh spaces with new paint, wall hangings, and artwork.

Maximum grant amount

\$15,000

Match

No match is required for this grant.

Timeline

- Application Period: January 2 – January 31, 2024
- Award Date: February 29, 2024
- Grant Period: March 1 – October 31, 2024
- Final Report Due: January 31, 2025

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.

Disbursement of funds

- This is a reimbursement-based grant.
 - Final reimbursement request must be submitted on or before November 15, 2024.
 - Libraries may opt to submit one reimbursement request at the end of the project by submitting copies of all paid, allowable invoices that are scanned and emailed to the State Library at nds-lid@nd.gov along with a completed Grant Reimbursement Request form is located at [SFN 54009 Grant Reimbursement Request](#) on the State Library website for reimbursement on or before June 15, 2024
- OR-

Libraries may opt to submit monthly reimbursement requests. Forms are due by the 15th of the month and they must include all expenses for the preceding month. The State Library will reimburse funds one time per month.

- All documents (besides the Counting Opinion Application) should be sent to the nds-lid@nd.gov email.

Eligibility

- Publicly funded North Dakota academic, public, and K-12 school libraries and tribal libraries are eligible for this grant.
- Public libraries must meet the developing level of the Standards for Public Libraries.
- Grant recipients must attend or view the current recording of the NDSL Library Vision grant webinar (presented in November 2023).

Requirements

- Grants must be submitted in Counting Opinions.
- Libraries must sign and return the grant contract prior to the deadline.
- Sufficient detail in the grant narrative should outline what will be included for purchases; however, brand names are discouraged in case substitutions are required.
- Any changes made to approved grant activities after the award date must be approved by the State Library prior to implementation. All modification requests should be submitted to the Grants Coordinator at nds-lid@nd.gov.

Reports

- All required reports are found on the [State Library's Website](#).
- Libraries must submit the [Grant Reimbursement Request Form SFN 54009](#) as they expend grant funds to be reimbursed either monthly, or they may submit the form one time after all funds have been expended at the end of the grant period.
- Libraries must submit the [Final Grant Report SFN 59256](#) before the deadline to be eligible for future Library Vision grant opportunities.

Eligible expenses

This list is not exhaustive. If you have questions about eligibility of items, please contact the Grants Coordinator.

- Tables
- Seating
- Shelving
- Display cases
- Computer workstations

- Contract labor for the construction of furniture or display cases
- Paint or wallpaper
- Artwork
- Window coverings
- Flooring

Ineligible expenses

This list is not exhaustive. If you have questions about eligibility of items, please contact the Grants Coordinator. 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
- Appliances
- Expenses for staff-only spaces
- Any expenses beyond the grant period
- Subscriptions, warranties, or maintenance contracts
- Weapons of any kind
- Staff salaries or benefits
- Food and beverages
- Taxes

Additional Information

- Consider consulting with the library's attorney about the need for a liability and indemnification waiver as it relates to misuse and maintenance of the library's materials.
- Renovation projects that have already started can be considered, but only expenses incurred during the grant period may be reimbursed.

Questions to consider

- What areas of the library need a refresh?
- How you would like your space to serve your patrons?
- What type of balance would you like to achieve in your library space?
- If you are already involved in renovations, can this grant add onto your renovation project?
- Have you considered spaces for technology, workspaces, reading, programming, and materials?
- How will you ensure this project will be completed and paid for within the grant period?

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-id@nd.gov.