

## **Prairielands Finals Week Grant-Academic Year 2021-22**

### **Purpose:**

Assist academic libraries in providing stress breakers for Fall and Spring finals weeks during the 2021-22 academic year.

### **Program:**

Prairielands Governing Board has designated funds to support Prairielands Member Academic Libraries in enhancing services to their students during the Fall and Spring finals week during the 2021-22 academic year. Libraries offering finals week stress breakers may apply for up to \$100.00 in support of their program(s).

An eligible expense under this grant might include refreshments, incentives, etc. **Paid receipts will be required.** Check with Prairielands for expenses that differ from these examples.

### **Participant requirements:**

Libraries receiving grants will be required to complete an evaluation form that will be provided. The evaluation will include a description of the program, the number of participants at activities; age range of participants; stories and feedback from participants, and staff to demonstrate the benefit of the program. This evaluation **MUST** be completed for each library/campus regardless of combined programming. Reimbursement request will **NOT** be processed by Prairielands until the evaluation(s) has been received.

Submit the completed Request for Reimbursement form including proof of payment. (Request for Reimbursement forms are attached to approval notification.)

### **Grant Process:**

Complete an online application at [www.prairielands.org](http://www.prairielands.org) no later than Friday, December 10<sup>th</sup>, 2021 for Fall finals week and Friday, April 29<sup>th</sup>, 2022 for Spring finals week.

Prairielands will send notification of approval of funding with a Request for Reimbursement form.

### **Request for reimbursement must include:**

Completed **Request for Reimbursement form**

**Paid receipts**

Completed **evaluation**

Note: Checks can only be written to a library or organized library group, not to an individual. Request for Reimbursement and Evaluation are due to Prairielands by January 16<sup>th</sup>, 2022 for Fall finals week and June 5<sup>th</sup>, 2022 for Spring finals week.