

Prairielands Library Exchange

Special Grant 2023

Historical Society, Archive and Museum

“Grow Connections” Grant Guidelines

Purpose:

Assist museums, historical societies, and archives in the 18 counties of the Prairielands Library Exchange region in joining [The Minnesota Alliance of Local History Museums](#), and to participate in the CollectiveAccess open software program through a **one-time grant of up to \$500**.

Program:

Prairielands Library Exchange Governing Board has designated funds to support regional museums, historical societies, and archives in building stronger connections between organizations regionally and throughout Minnesota. [The Minnesota Alliance of Local History Museums](#) serves 500-plus local history groups throughout the state with professional training, awards for excellence, mutual assistance in times of disaster, CollectiveAccess software hosting and more.

Eligible expenses under this grant include membership in the Minnesota Alliance of Local History Museums, or renewal of membership, and/or the purchase of support, and/or hosting of the CollectiveAccess open-source software in a **one-time grant of up to \$500**. The intent of this grant is to offer an opportunity to connect, gain education and experience CollectiveAccess software in support of further strategic planning by the grant recipient.

Prairielands Library Exchange recognizes that hosting CollectiveAccess software is a monthly and ongoing expense and does not imply or suggest any form of continuing support for the cost of hosting services.

Participant Requirements:

- The organization receiving the grant will be required to sign a membership agreement with Prairielands Library Exchange if they have not done so in the past.
- They must complete an evaluation form that will be provided online. The evaluation will include a final description of the actions taken, stories and feedback from employees, volunteers or participants and a description of any plans impacted by this one-time grant.
- Organizations should mention in newsletters, emails, fundraising and marketing materials the actions taken because of the “Grow Connections” grant and acknowledge Prairielands Library Exchange as funding and encouraging connections in the larger community of historical societies, archives, and museums in Minnesota.
- Submit the completed Request for Reimbursement form including proof of payment.
- Reimbursements cannot be made until the previous steps are completed in full.

Grant Process

- Complete an online application which can be found at Prairielands Library Exchange's website (prairielands.org).
- Ensure the Prairielands Membership Agreement has been signed.
- Applications must be received by **May 31, 2023**.
- Prairielands will send notification of approval of funding and the Request for Reimbursement form.
- Paid receipts must accompany the completed Request for Reimbursement form.
- Checks can only be written to a historical society, archive, or museum, **not to an individual**.
- Requests for Reimbursement must be received by **June 23, 2023**.