

Prairielands Library Exchange

Academic Outreach Grant Guidelines

College Academic Year 2023-2024

Purpose:

Assist post-secondary academic libraries in building connections with students through programming, marketing and/or unique material purchases.

Program:

Prairielands Governing Board has designated funds to support Prairielands Member Academic Libraries in making connections with their students through unique or innovative outreach programs during the 2023-2024 academic year. Libraries may apply for up to **\$1000.00** in support of their program(s).

An eligible expense under this grant might include refreshments, incentives, materials of a unique nature such as graphic novels, makerspace materials, promotional materials, an outreach event, etc.

Paid receipts will be required. Check with Prairielands for expenses that differ significantly 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 college staff to demonstrate the benefit of the program. This evaluation **MUST** be completed for each library/campus regardless of combined programming. Reimbursement requests 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 between August 28, 2023 – May 1, 2023. All requests for reimbursement and evaluation must be sent to Prairielands Library Exchange before June 3, 2024.

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 June 3rd, 2024.