

# Prairielands Library Exchange TeenTober 2023 Grant Guidelines

## Purpose:

Assist Pioneerland-Prairielands-Plum Creek Libraries to provide programming for TeenTober 2023.

## Program:

Prairielands Governing Board has designated funds to support Prairielands Member Libraries in enhancing services to their Teens during October in support of TeenTober. Libraries offering TeenTober programs may apply for up to \$300.00 in support of their program(s).

An eligible expense under this grant might include performer/author costs; refreshments, supplies for activities, 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 online evaluation form (link 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, parents & staff to show the benefit of the program. This evaluation **MUST** be completed for each library regardless of combined programming. Reimbursement request will **NOT** be processed by Prairielands until the evaluation(s) has been received.

All advertising and promotional material should include on it the language "Sponsored by Prairielands Library Exchange" and the organizations logo (if applicable). The logo can be found [HERE](#).

Submit the completed Request for Reimbursement form including proof of payment.

## Grant process:

Complete an online application at <https://form.jotform.com/232254756889169>

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 **November 30, 2023.**