

Prairielands Library Exchange

Craft Grant Guidelines

2023-2024

Purpose:

To help member libraries offer crafting activities which assist them in connecting with patrons and to expose patrons to Creativebug, the online crafting platform provided by Prairielands Library Exchange for all public libraries in the PLE region.

Program:

The Prairielands Governing Board has designated funds to member libraries for the purchase of craft supplies, materials for crafting events, and the promotion of Creativebug.

Funds:

Libraries may apply for **up to \$500** toward purchasing craft materials to use in programming for all ages. An eligible expense under this grant might include materials for a knitting club, fabric, paper, glue guns, promotional materials for a crafting event, Cricut supplies, etc. Both passive and directed programs are acceptable. Programs that are new or reach a previously unreached audience are encouraged. Paid receipts will be required. Check with Prairielands for expenses that differ significantly from these examples.

Special Note:

If the program developed also uses [Creativebug](#) with patrons and encourages them to use Creativebug personally, an additional \$50 will be added to the grant. Please clearly indicate how you will be using Creativebug in your programming.

Creativebug:

[Learn more here](#) and access the Creativebug platform [through your library](#).

Participant Requirements:

Libraries receiving grants will be required to complete an application that will include a description of the supplies to be purchased and their intended use. To receive reimbursement, recipients must use a Prairielands Request for Reimbursement form. Reimbursements will NOT be processed by Prairielands until the [evaluation](#) has been received.

Grant Process:

Complete an online application [here](#) no later than Monday, December 11, 2023. 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 (copies accepted)

Completed Evaluation, which can be found [here](#).

Note:

Checks can only be written to a library or organized library group, not to an individual. Request for Reimbursement and Evaluation must be received by Prairielands before January 12, 2024.