

Prairielands Library Exchange

Community and You Grant

Connecting Libraries with Local Organizations

FY 2023-2024

Purpose:

Assist libraries of all types including museums, historical societies, and archives that are members of Prairielands Library Exchange to connect with local community organizations and reach new and diverse audiences through collaborative programming. PLE will provide a **grant of up to \$1000 for each library** to provide a collaborative event, experience or programming activity that includes at least one PLE member and at least one community organization to benefit parts of the community which are not regularly connected with library services and resources.

Program:

Prairielands Library Exchange Governing Board has designated funds to support its members in building stronger, ongoing, connections between regional libraries and organizations in their surrounding communities.

Eligible expenses under this grant could include marketing materials for the event, payment for guest speaker or author, physical items, books, equipment essential to the success of the event, etc. Again, this must be used for a PLE library member and one or more community organizations that work together to provide a combined programming, activity, or outreach experience.

Examples:

A school library and the local chapter of the VFW or American Legion work together on an event that uses library resources to connect students with community members with a tie to local historical events.

A public library and the local University of Minnesota Extension Office create programming to support local gardeners, home-food preservationists, or bring awareness to community-specific needs.

A historical society partners with the local Boy or Girl Scouts troop to teach and support the Scouts' use of local research sources.

A public library partners with the Chamber of Commerce to connect local businesses with library resources and programming opportunities.

Participant Requirements:

- The Prairielands Library Exchange member 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, if appropriate, the actions taken because of the grant and acknowledge Prairielands Library Exchange as funding and encouraging connections in the larger community of libraries in Minnesota. [High Resolution Prairielands Logo](#)
- 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 **[March 6th, 2024]**.
- 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 library, **not to an individual**.
- Requests for Reimbursement must be received by **May 17th 2024**.