

Prairielands Library Exchange Academic Outreach
Grant Guidelines

College Academic Year 2026-2027

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 2026-2027 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. Proof of payment 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, 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.

Grant Process:

- ✧ Complete an [online application](https://www.prairielands.org/grants/) which can also be found at Prairielands Library Exchange's website <https://www.prairielands.org/grants/>.
 - Applications must be received between August 1st, 2026, and July 31, 2027.
- ✧ Prairielands will send notification of approval of funding and the Request for Reimbursement form to the library functioning as the primary contact.
- ✧ Proof of payment for all spending must accompany the completed Request for Reimbursement form.
- ✧ Complete an [evaluation report](#) detailing your successes, future goals, and audience reach.
- ✧ A singular check will be written to the library functioning as the primary contact for the grant.
 - Checks will not be written to an individual.
- ✧ Requests for Reimbursement, evaluation, and proof of payment are **due 90 days from the date of your approval letter.**