

Prairiелands Library Exchange
Author Grant Guidelines
FY 26-27

Purpose:

To foster cooperative programming between Prairiелands member public and school libraries by providing funds towards the cost of an author visit to the school and/or library.

Program:

The Prairiелands Governing Board has designated funds to Prairiелands member libraries to enhance services in local communities through the support of author visits. Local public and school libraries within a community will be required to partner together to apply for an **amount of up to \$1000**. Grants will be awarded on a first come, first served basis.

An eligible expense under this grant might include performer/author costs, refreshments, supplies for activities, incentives, etc. Proof of payment will be required. Check with Prairiелands for expenses that differ significantly from these examples.

A list of Minnesota-based authors can be found on the [Metronet Author-Illustrator page](#) and at the [Minnesota Writers Directory](#). This is to help you locate an author within our state, although your chosen author does not have to be Minnesota based.

Participant requirements:

The partner libraries receiving grants will be required to complete an evaluation form that will be provided. The evaluation will include a final description of the program, the number of participants at activities, age range of participants, stories and feedback from participants, parents and staff to show the benefit of the program. This evaluation must be completed. The Request for Reimbursement will not be processed by Prairiелands until the evaluation has been received. Complete proof of payment will also be required prior to reimbursement.

Promotion:

All advertising and promotional material should include "Sponsored by Prairiелands" and the Prairiелands logo (if applicable). [The logo can be found here](#).

Grant process:

- Complete an online application which can also be found at Prairiелands Library Exchange's website <https://www.prairiелands.org/grants/>
- Applications must be received between October 1st, 2026 and September 30, 2027.
- Prairiелands will send notification of approval 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.

- Checks 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.**