



2020 Arrowhead Library System Mini Grant Guidelines

The Arrowhead Library System (ALS) Governing Board has designated funds for mini grants to enhance library spaces, services, and programming at the local level. Mini grants are open to all ALS member public, school, academic, and special libraries in the ALS seven-county service area.

The 2020 ALS Mini Grant Application is available at www.alslib.info. 40 mini grants are available in 2020 and libraries may apply for up to \$250. Applications will be reviewed weekly and ALS staff will send notification of approval of funding via email within 7-10 business days. Libraries can only receive one mini grant per year and funding is first come first served. All mini grants are reimbursements to grantees for the expenses and paid receipts will be required for reimbursement, along with an online mini grant report, staff evaluation, and a copy of a thank you letter to MN Legislators representing the area. The deadline for applying is November 13, 2020, and expenses for reimbursement must be made by December 1, 2020.

Examples of mini grant programs/projects are:

- Develop STEAM kits for library patrons or a mobile STEAM cart for programming
- Make the library more user-friendly with the purchase of a new storytime rug or creating early literacy end-caps
- Create Memory Minder Kits for caregivers of adults experiencing memory loss
- Bringing in an author or presenter for your patrons
- Purchase registration fee for online webinars or library-related conferences in Minnesota
- Supplement library outreach services with new promotional materials
- Note: Mini grant programs or projects may target patrons of any age.

Libraries receiving grants will be required to submit a completed Request for Reimbursement form, all paid receipts (copies accepted), a completed online Mini Grant Report to be shared on the ALS website and with the ALS Governing Board, a completed online Staff Evaluation, and a copy of a Thank You Letter to Minnesota Legislators representing the library area. The Mini Grant Report will include a description of the grant project/program, the age range of participants, how many people participated (if applicable), and anecdotal stories and feedback from participants and staff to show the benefit of the program.

The Request for Reimbursement form, paid receipts, report, and staff evaluation are due to ALS within 30 days of project completion. Reimbursement request will NOT be processed by ALS until all documents have been received. Reimbursement checks can only be written to a library, school or organization, not to an individual. Please note all expenditures must follow public purpose guidelines as published by the League of Minnesota Cities. Also, ALS cannot reimburse for mileage, hotel coverage, or meals for non-employees to attend meetings or training events.

Questions? Please contact Mollie Stanford at mollie.stanford@alslib.info or Shari Fisher at shari.fisher@alslib.info.