

## Prairieland'S Finals Week Grant – Academic Year 18-19

### Purpose:

Assist academic libraries in providing stress breakers for fall and spring finals weeks during the 18-19 academic year.

### Program:

Prairielands Governing Board has designated funds to support Prairielands Member Academic Libraries in enhancing services to their students during the fall and spring Finals Week during the 18-19 academic year. Libraries offering finals week stress breakers may apply for up to \$100.00 in support of their program(s).

An eligible expense under this grant might include refreshments, incentives, etc. **Paid receipts will be required.** Check with Prairielands for expenses that differ 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; age range of participants; stories and feedback from participants, and staff to demonstrate the benefit of the program. This evaluation **MUST** be completed for each library/campus regardless of combined programming. Reimbursement request will **NOT** be processed by Prairielands until the evaluation(s) has been received.

Submit the completed Request for Reimbursement form including proof of payment.

### Grant Process:

Complete an online application at [www.sammie.org](http://www.sammie.org) no later than Friday, December 14th for Fall finals week and Friday, May 3rd, 2019 for Spring finals week.

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

Completed **evaluation**

Note: Checks can only be written to a library or organized library group, not to an individual. Request for Reimbursement and Evaluation are due to Prairielands by January 20, 2018 for Fall finals week and June 9th, 2019 for Spring finals week.