

FY26 Special One-Time Rural Library Grant Announcement & Guidelines

The FY26 Special One-Time Rural Library Grant is to provide funds to support and expand public library services for New Mexico's rural libraries. This grant is issued in accordance with 4.5.9 NMAC.

The FY26 Special One-Time Rural Library Grant will help rural public libraries:

- Provide enhanced free basic library services to the public to include the preservation, development or establishment of rural library services, including library collections; library staff salaries; library staff professional development; library equipment; or other operational and capital expenditures associated with the delivery of basic library services at rural libraries as outlined in the 4.5.10 NMAC.

Grant Priorities

- Applications that demonstrate a clear understanding of the definition of a rural library.

Eligibility

- The Library must be established as a New Mexico organization that offers free basic library services within its legal service area (4.5.2 NMAC).
- The Library must have submitted the most recent annual report to the New Mexico State Library.
- The Library must submit a complete application within the timeframe prescribed in these grant guidelines.
- The Library must have expended 100% of prior year's Rural Libraries Program grant.
- The Library must have met all prescribed deadlines of current and prior year's Rural Libraries grant program.
- If applicable, the Library must submit a formal request for waiver pursuant to 4.5.1.8 NMAC from any of these requirements to the State Librarian along with their grant application.
- The Library must comply with all requirements of 4.5.2 NMAC.

Review of Applications

- Eligible applications are reviewed, evaluated, and chosen by a committee consisting of State Library employees appointed by the State Librarian.
- To be eligible for review, grant applications must be completed online by 5:00pm Friday, June 27, 2025. Only complete application forms from eligible rural libraries will be reviewed.
- Pursuant to 4.5.1.8 NMAC, requests for waiver from eligibility requirements will be reviewed by the State Librarian and will be considered on a case-by-case basis.
- No grant funds may be encumbered or expended until the Library has returned an electronically signed grant agreement.

Available Funds

The grant amount will be determined by the number of eligible rural public libraries who submit a complete application. The funds will be distributed to eligible rural public libraries in equal shares. The state library will send a letter of notification to eligible rural libraries informing them of their grant.

Allowable Expenditures Include:

- Library collections;
- Library staff salaries;
- Library staff training and professional development, including related costs such as travel and registration;
- Library equipment and furnishings;
- Other operational expenditures associated with the delivery of basic library services;
- Capital improvement and construction expenditures.

Non-Allowable Expenditures Include:

- Indirect costs, and/or deducting a percentage of the grant for administrative or grant management expenses or fees.
- Food, giveaways, incentives, prizes, college classes for library staff (i.e., tuition reimbursement), library decorations, recreational rentals or purchases (e.g., bouncy houses, party supplies, pony rentals), etc.
- Any expenditures that do ***not*** directly relate to meeting the information needs of library patron's or aren't associated with the delivery of library services and library operations, including the cost of parties, receptions, fund-raising events, or other social functions.

Reporting Requirements

Rural libraries that receive a Special One-Time Rural Library Grant are required to submit an expenditure tracking sheet regarding the use and impact of the grant funds. The final expenditure tracking sheet is due by email, in Excel format by June 30, 2026, with financial reporting submitted in the FY26 Annual Report.

Grant Requirements

- The Library must submit a complete expenditure tracking sheet to the NMSL by the deadline prescribed in these grant guidelines.

Assurances

- Once a complete electronically signed grant agreement is received, the grant period begins with recipients receiving up-front, the full amount of the grant allocation. It is the recipient's responsibility to fully expend the grant associated with this program before June 30, 2026.
- The grant recipient's governing body shall not reduce the grant recipient's budget because of the grant recipient's receipt of the special grant. Upon demonstrated evidence that such a reduction has occurred, the grant recipient shall be ineligible to receive special grants or state grants-in-aid for one year after the reduction occurs.

Grant Program Timeline

June 27, 2025

- Online applications are due by 5:00 PM.

July 1, 2025

- Grant allocations announcement.

June 30, 2026

- Funds fully expended and final expenditure tracking sheet due.

July 2026

- Full grant expenditure reported in the FY26 Annual Report.

Online Application: <https://forms.office.com/g/GRWUD9aCt9>

For more information see the [NMSL website](#). For questions contact Carmelita Aragon, Carmelita.Aragon@dca.nm.gov / 505-476-9740.