



LUNCH AT THE LIBRARY SUMMER 2020
GRANT ACCEPTANCE FORM

This document serves as a check request form and an agreement for the use-of-funds to support your library’s Lunch at the Library project efforts for Summer 2020. **PLEASE DO NOT SUBMIT THIS FORM UNTIL YOUR SITES AND BUDGET PLANS ARE CONFIRMED.** Thank you!

1. Please initial each of the below six statements, indicating your library’s agreement, and sign and return this Grant Acceptance Form.
2. Please complete the Lunch at the Library Proposed Spending Budget
3. Please complete and sign the attached Claim Form
4. Please submit all forms by emailing scanned copies to Trish Garone at garone@plpinfo.org. Please include your library name and “grant acceptance form” in the subject line.
5. Please then mail the hardcopy of the three forms to:

Pacific Library Partnership
32 West 25th Ave., Suite 201
San Mateo, CA 94403
Attn: Andrew Yon

____ We commit to using these funds for the sole purpose of supporting, expanding and/or enhancing our Lunch at the Library/summer meal programming either at the library or in the form of youth development programming as part of a summer meal program, and/or pop-up library programming at a summer meal partner community site.

____ Funds will be used for the purposes indicated in the attached “Library Proposed Spending Budget.”

____ Any change to the indicated use-of-funds submitted with this signed agreement must receive prior permission and be submitted to Trish Garone garone@plpinfo.org for prior approval. Once approval is received, an expenditure report modification form must be completed and returned to PLP.

____ An Expenditure Report Form on how funds were spent will be submitted to PLP by **September 14th, 2020.**

____ I understand that funds may not be used to purchase meals for children, teens or caregivers. Funds are intended to help establish, or enhance, summer meal programs through programming supplies & activities; staffing & facilitation; and to cover operational costs.

____ Evaluations will be submitted. Evaluations include:

- an end of summer Lunch at the Library program participation survey;
- outcome surveys disseminated to those attending the summer meal program (except for pop-up library sites); and
- if applicable, additional survey(s) relating to program enhancement, pop-up library efforts, and youth development efforts.

Expenditure Deadline: California State Lunch at the Library award funds should be spent no later than **Friday, August 28th, 2020.**

Date: _____

Library Director name (please print): Elise Strickler _____

Library Director (signature): _____

LUNCH AT THE LIBRARY GRANT | SUMMER 2020 | CLAIM FORM:
(PLEASE TYPE IN RESPONSES)

Library Name: Nevada County Community Library

Amount awarded: \$10,000

- \$ ____ seed funds to establish a summer meal program at a new library jurisdiction at ____ # site(s) (\$5000)
- \$ 3,000 in funds to expand an existing library summer meal program at 1 new sites (\$3,000 per new site)
- \$ 1,000 in funds to enhance 1 of your library’s existing meal sites (\$1,000 per site)
- \$ 5,000 in funds to support pop-up library programming at 4 community meal sites. 3-5 visit min. (\$1,250 per site)
- \$ 1,000 in funds to support a youth development as part of your Lunch at the Library teen internship program.

Check Payable to

Nevada County Community Library
980 Helling Way
Nevada City, CA 95959

Mail check to the attention of: Emily Goldstein

I hereby certify that the library named shall use these funds solely for the Lunch at the Library program at my library I understand all California State Lunch at the Library award funds should be spent no later than Friday, August 28th, 2020.

Date: _____

Library Director name (please print): ___Elise Strickler _____

Library Director (signature): _____

- 1.) **PLEASE DO NOT SUBMIT THIS FORM UNTIL YOUR FUNDED PLANS ARE CONFIRMED. THANK YOU.**
- 2.) **Please scan and email this completed and signed multi-page form to Trish Garone <garone@plpinfo.org>.**
Please include your **library name** and **“grant acceptance form”** in the subject line.
- 3.) **Please mail a hard copy of the completed form, with original signature to:**

Attn: Andrew Yon
Pacific Library Partnership
32 West 25th Ave., Suite 201
San Mateo, CA 94403

PLP Use Only

Approved by Carol Frost

Signature _____ **Date** _____

LUNCH AT THE LIBRARY PROPOSED SPENDING BUDGET

Please submit a budget for your California State Lunch at the Library award funds. Please complete one form for your library jurisdiction.

Total Lunch at the Library State Award: \$10,000

Library Jurisdiction Name: Nevada County Community Library

Project Coordinator Name: Elise Strickler

Project Coordinator Email: libraryadmin@co.nevada.ca.us

Project Coordinator Signature (required):

| EXPENDITURE CATEGORY | SPENDING AMOUNT | BRIEF DESCRIPTION OF JURISDICTION SPENDING ACTIVITY (at both library site(s) and pop-up community site(s), if relevant). |
|--|------------------|--|
| <u>SALARY/STAFFING</u> (Staff salary time and backfill, facilitation/performer costs, teen internships.) | \$ 1,000 | Stipends for two teen interns at the Truckee Library |
| <u>OPERATIONS</u> (Operational supplies, food handling licenses, and other operational needs that support operating your library summer meal program(s) and/or pop-up library sites and/or summer meal youth development programs.) | \$ 0 | n/a |
| <u>PROGRAMMING SUPPLIES</u> (Programming materials that enhance and enrich your summer meal program(s) and/or pop-up library sites and/or summer meal youth development programs.) | \$ 4,400 | Materials and supplies for grab-and-go bags to hand out with lunches |
| <u>BOOK GIVEAWAYS</u> (Book giveaways to support literacy activities and outreach at your summer meal program(s) and/or pop-up library sites and/or summer meal youth development programs.) | \$ 4,600 | Books to give away to Lunch at the Library participants |
| TOTAL (AWARD AMOUNT) | \$ 10,000 | |