

**LUNCH AT THE LIBRARY SUMMER 2021**
GRANT ACCEPTANCE FORM

This document serves as a check request form or a reimbursement request form, and an agreement for the use-of-funds to support your library's Lunch at the Library project efforts for Summer 2021. **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 Forms" in the subject line.

____ We commit to using these funds for the sole purpose of supporting, expanding and/or enhancing our Lunch at the Library/summer meal 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.

____ A Final Expenditure Report Form on how funds were spent will be submitted by **September 17th, 2021.**

____ 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 and activities; staffing and facilitation; and to cover operational costs.

____ Evaluations will be submitted. Evaluations include:

- an end of summer Lunch at the Library program participation survey;
- optional outcome surveys disseminated to those attending summer meal programs

Expenditure Deadline: California State Lunch at the Library award funds should be spent no later than **Friday, September 3rd, 2021.**

Date: 6/28/21

Library Director name (please print): Nick Wilczek

Library Director (signature):



LUNCH AT THE LIBRARY GRANT | SUMMER 2021 | CLAIM FORM:
(PLEASE TYPE IN RESPONSES)

Library Name: Nevada County Community Library

Amount awarded: \$11,400

\$ 5,400 in funds to support and enhance a library summer meal program at 3 sites (*\$1800 per site*)

\$ 1,000 in additional seed funds to support 1 first-time meal site (*additional \$1,000 for each first-time meal site*)

\$ 5,000 in funds to support pop-up library programming at 5 community meal sites. (*\$1000 per site*)
(multiple visits to a site are encouraged but are not required)

Libraries may choose to either receive a mini-grant (with funds being received in full), or as a reimbursement (by submitting a claim form with receipts). Please indicate your preference:

☒ **Mini-grant (funds received in full at beginning of program)**

☐ **Reimbursement (submit claim form with receipts at conclusion of summer meal program spending)**

Please note: Libraries may choose to receive their payment through Automated Clearing House Payment (ACH) electronic funds transfer. If you have not yet signed up with PLP for this, and would like to do so, please see the attached form and directions. If you choose not to sign up for ACH, your library will receive a check.

Directions for Mini-Grant Funding

Make Payment Payable to: Nevada County Community Library

Mailing Address:

Library Name: Nevada County Community Library
Attention: Kimberly Wellman
Address: Madelyn Helling Library, 980 Helling Way
City, State, Zip Code: Nevada City, CA 95959

Directions for Reimbursement

For libraries requesting reimbursement, we will follow up separately with a reimbursement claim form and instructions.

Please complete signature section on next page



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, September 3rd, 2021.

Date: 6.28.21

Library Director name (please print): Nick Wilczek

Library Director (signature): [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 <garone@plpinfo.org>. Please include your library name and "Grant Acceptance Form" in the subject line.**

PLP Use Only

Approved by Carol Frost

Signature _____ **Date** _____

LUNCH AT THE LIBRARY PROPOSED SPENDING BUDGET 2021

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: \$11,400
Library Jurisdiction Name: Nevada County Community Library
Project Coordinator Name: Laura Pappani
Project Coordinator Email: laura.pappani@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, travel time between sites, teen internships.)	\$ 0	
<u>OPERATIONS</u> (Operational supplies, food handling licenses, mileage and other operational needs that support operating your library summer meal program(s) and/or pop-up library sites.)	\$ 0	
<u>PROGRAMMING SUPPLIES</u> (Programming materials and outreach materials that enhance and enrich your summer meal program(s) and/or pop-up library sites.)	\$ 11,400	
<u>BOOK GIVEAWAYS</u> (Book giveaways to support literacy activities and outreach at your summer meal program(s) and/or pop-up library sites.)	\$	
TOTAL (AWARD AMOUNT)	\$ 11,400	