

CALIFORNIA STATE LIBRARY
Lunch at the Library
SUMMER 2024 GRANT GUIDE

Congratulations on receiving a Lunch at the Library Grant from the California State Library. In addition to communicating with your project support team, please use this guide to assist you in managing your award.

BUDGET MODIFICATIONS

During the grant period, you may need to modify your budget. All budget modifications:

- Require the approval of the Grant Monitor, and
- Require a formal budget modification request to be submitted via the California State Library Grants Management System. You can find the option to submit this under Amendment Request. If you have questions regarding compliance or submitting your request, contact your Grant Monitor.

A budget modification request must be submitted for modifications of any amount. Modifications should be reported on the next financial report. Any modifications in the approved budget must be documented and documentation retained in project files.

COMMUNITY OF PRACTICE

To foster effective communication and collaboration, all grantees are asked to attend Community of Practice sessions held on Zoom from 2:30-4:00 on the following dates:

- February 1, 2024 – [Community of Practice #1 UPDATED Zoom link](#)
- March 7, 2024 -- [Community of Practice #2 UPDATED Zoom link](#)
- April 4, 2024 -- [Community of Practice #3 UPDATED Zoom link](#)
- May 2, 2024 -- [Community of Practice #4 UPDATED Zoom link](#)
- June 6, 2024 -- [Community of Practice #5 UPDATED Zoom link](#)
- July 4, 2024 – No Meeting. Happy 4th of July!
- August 1, 2024 -- [Community of Practice #6 UPDATED Zoom link](#)
- September 5, 2024 -- [Community of Practice #7 UPDATED Zoom link](#)
- October 3, 2024 -- [Community of Practice #8 UPDATED Zoom link](#)

CONTACT INFORMATION

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The California State Library supports awardees throughout the project period. Awardees are assigned a project support team that consists of a grant monitor and a library programs consultant (LPC). The Grant Analyst listed above is your grant monitor and is available to assist with compliance related matters such as budget changes and project reporting. The library programs consultant is available to provide programmatic support such as community partnerships, connecting with a meal sponsor and identifying pop-up site locations. Awardees should refer to their award letter for the details regarding their project support team.

GRANT REPORTS

The Grant Period is February 1, 2024, to January 31, 2025. Reports are due on the following schedule.

Mid-project Narrative and Financial Report (Reporting on Feb. 1, 2024 – May 31, 2024)	Due Thursday, June 20, 2024
LATL Annual Outputs Survey (Reporting on all outputs thus far)	Due Thursday, September 4, 2024
Mid-project Narrative and Financial Report (Reporting on June 1, 2024 – September 30, 2024)	Due Thursday, October 17, 2024
Final Program Narrative, Financial Report, and Expenditure Detail Report (Reporting on October 1, 2024 – Project end)	Due Thursday, February 20, 2025

During the Summer 2024 Lunch at the Library project period, awardees are required to submit three (3) Financial Reports, one (1) Expenditure Detail Report, two (2) Mid-Project Program Narrative Reports and one (1) Final Program Narrative Report. Additionally, awardees are required to submit the annual Lunch at the Library Annual Outputs Survey by September 4, 2024. Outcomes Surveys are also due September 4, 2024. See the Evaluation page for instructions.

PDF or Excel versions of all reports shall be found on the Lunch at the Library [Evaluation page](#). If you need a copy in MS Word format, please email the request to lunch@library.ca.gov

Complete and submit project reports through the State Library's online grants management system. The current link is found on the California State Library's

[Manage Your Grant page](#). We encourage you to consult with your Library Programs Consultant (listed in your Award Letter) for support as you prepare your report.

Your grant monitor, library programs consultant, and fiscal analyst will review all reports after the submission deadline. If revisions are needed before approval, your Grant Monitor will let you know.

Upon approval, your Grant Monitor will collect signatures via DocuSign. You will receive an email notifying you that your report is ready for signature. Reports are not considered final until they have been signed via DocuSign.

Note: LDS staff work to approve reports as quickly as possible. Please be aware it may take up to four weeks after the submission deadline to receive approval.

LISTSERV

The Lunch at the Library listserv exists to create a way for you to connect with others conducting the Lunch at the Library program. Questions and collaboration are encouraged. To sign up please send an email to lunch@library.ca.gov with "Listserv" in the subject. Once you are added to the listserv, in order to post to the listserv simply send an email to lunchatthelibrary@lists.californialibrarylists.org.

PUBLICITY

Publications and information releases about the project must credit the State of California and the California State Library. An appropriate statement for a publication or project press release is:

English

Lunch at the Library is a project of the California State Library, supported with funds from the State of California.

Spanish

El Almuerzo en la Biblioteca es un proyecto de la Biblioteca Estatal de California y respaldado con fondos del Estado de California.

Alternatively, Library Meal Sites promotional materials must include:

English

This institution is an equal opportunity provider. The Summer Food Service Program is a program of the U. S. Department of Agriculture, administered in California by the California Department of Education. Lunch at the Library is a project of the California State Library, supported with funds from the State of California.

Spanish

Esta institución es un proveedor que brinda igualdad de oportunidades. El Programa de Servicios de Alimentos en el Verano es un programa del Departamento de Agricultura de los Estados Unidos, administrado en California por el Departamento de Educación de California. El Almuerzo en la Biblioteca es un proyecto de la Biblioteca Estatal de California y respaldado con fondos del Estado de California.

The shorter credit line must also be inserted as a sticker or stamp in all books provided to build home libraries.

For templates and further guidance on promotions, please see the [Lunch at the Library Toolkit page](#). Additional information can be found in your Award Agreement and Certification of Compliance included in your award packet.

RETENTION OF RECORDS

The grantee must retain records for state projects for a period of three (3) years from the date the final expenditure report has been submitted.

UNALLOWABLE EXPENDITURES

Unallowable costs include but are not limited to the following:

- Food and refreshments
- Performers for the purpose of entertainment (presentations offering enrichment for attendees **are** allowable)
- Fundraising activities, including grant writing
- Cash reserves and endowment holdings; purchase of land, buildings, or major construction
- Non-educational social activities such as receptions, parties, galas
- Gifts/prizes/incentives/giveaways; including cash prizes or gift certificates with monetary value, and Take and Make Kits (Books specifically to build home libraries, which include literature connecting families to summer reading **are** allowable)
- Contributions, donations, honorariums, stipends including cash, property, and services, that use grant funds and are made by grant recipients to others, regardless of the recipient
- Expenses incurred before the start of the grant period or after the end date of the grant period without an approved extension
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials
- Backfill and salaries or benefits for individuals not directly contributing to the grant-funded project are not allowable as direct costs

Note for Youth Development program plans:

Interns: Payment using grant funds made to interns as wages, salaries, and payment for work under contract are allowable provided that the interns are only being paid for time spent directly on project-related activities and the payment method is not a stipend. This form of payment belongs under Salaries/Wages/Benefits.

Scholarships: Grant funds can be used to fund scholarships for those participating in educational and workforce development activities as part of the grant program and in alignment with the primary purpose of the grant. Note that this is different from a stipend as listed above and belongs under Services on your Core Program budget.

Please note that unallowable expenditures (including donated food) cannot be included as in-kind or cash match. Your Expenditure Detail Report will include an additional column for these additional items to be documented.