

Grant Expenditure Eligibility:

ADMINISTRATION Administrative Costs may not exceed 10 percent of the total approved Budget. For grants involving large contracts (exceeding \$25,000) 10 percent can only be charged against the first \$25,000 of each contract.

ADVERTISING, MARKETING AND PUBLIC OUTREACH Costs are allowable when incurred to communicate the availability of the grant program(s) or to communicate specific activities or accomplishments that result from the grant program with the public. Costs of advertising and public relations at conventions, meetings or other events, including displays, demonstrations, exhibits, meeting rooms, hospitality suites, and special facilities used in conjunction with shows and special events; and salaries of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings are unallowable.

BUILDING, CONSTRUCTION, RENOVATION COSTS Excepting infrastructure development specific grant funds, no major construction costs are allowed but minor improvements costs specific to the project or project space such as carpeting in the project area, shelving, lighting, privacy space build, etc., are allowable if they fit within the goals of the specific grant program under which funds are being awarded.

CONTRIBUTIONS, DONATIONS, HONORARIUMS, STIPENDS: Contributions and donations, including cash, property, and services, that use grant funds and are made by grant recipients to others, regardless of the recipient, are unallowable.

ENTERTAINMENT: Costs of entertainment, including amusement, diversion, and social activities, and any costs directly associated with those, such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities are unallowable; except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget or in writing by the California State Library

EQUIPMENT The purchase of equipment costing \$5,000 or more for a single item must be approved in advance by the grant monitor.

FOOD AND BEVERAGES: Costs of alcoholic beverages are unallowable. Food and beverage purchases for volunteer recognition events and social activities are unallowable. Food purchases **CAN BE** allowable when intended to enhance or enable participation in the grant program. These instances will be considered on a case-by-case basis. Food purchased **MUST** be approved in advance by the grant monitor We encourage grant programs, where possible, to work with community partners to obtain donations of food and beverages to support programs and activities.

FUNDRAISING: Costs of organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or to obtain contributions, are unallowable.

FURNITURE: The purchase of furniture **CAN BE** allowable if the guidelines for the grant in which you are applying allow it. The intent to purchase furniture must be specifically stated in the initial grant application and/or budget modification request. Those must be approved by the grant monitor prior to being implemented

LOBBYING: The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements or loans, is unallowable. Costs of membership in organizations substantially engaged in lobbying are unallowable. Expenses related to lobbying activities intended to influence the actions, policies, or decisions of government officials are unallowable.

PREMIUMS, PRIZES, INCENTIVES, AND SOUVENIRS: Costs of promotional items and memorabilia, including models, gifts, gift cards, and souvenirs, are unallowable.

TRAINING: The cost of training relating to the grant program is allowable.

TRAVEL: Out-of-state travel costs may be allowable, but must be approved before inclusion. All out-of-state travel must abide by the State of California's Prohibition on State-Funded and State-Sponsored Travel to States with Discriminatory Laws, see <https://oag.ca.gov/ab1887>. In-state travel expenses that are incurred in the furtherance of the grant project goals such as transportation, lodging, and meals are allowable expenses. All travel reimbursements should follow the State of California travel reimbursement guidelines as found in sections 0700-0780 of the California State Administrative Manual. (<https://www.dgs.ca.gov/Resources/SAM/TOC/700>)

VEHICLES The purchase of vehicles including uplifting, interior and exterior improvements, and pop-up library equipment are allowed. Multi-year lease contracts are also an allowable cost as long as grant funds are not used to pay for a lease term that extends beyond the grant program's end date. **how long must a library keep a state funded vehicle before they can surplus it?**