



April 5, 2019

Día de los niños funding opportunity - Letter of Participation
(Please sign and scan this letter and return to krystinleonhardt@gmail.com)

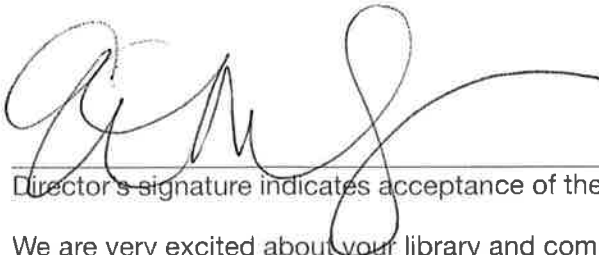
Dear Library Director/Applicant,

We are pleased to inform you that your library jurisdiction, Riverside Public Library, has been selected to participate in the Día de los niños funding opportunity. Both of the branch libraries listed in your application have been approved to participate and your reimbursement limit is for this funding opportunity is \$500 per approved library, for a project total reimbursement not to exceed \$1000.

Please note there are a few conditions that must be met as listed below:

1. Any book purchases with this funding opportunity must be for your library's permanent collection or be actively used in your event. Please note that books may not be given away to families without some type of shared activity as that would be considered a gift of public funds. Books that families use in your event as a learning tool are considered teaching materials and may be sent home with families. An example might be to provide a copy of the storytime book to the families, have them read it with their child and share their favorite illustration.
2. All food purchases must directly relate to your event and provide a shared cultural experience. Snacks without cultural relevance are not allowable.
3. Giveaway and raffle prizes are not allowable with this project, as that would be considered a gift of public funds.
4. You will need to list your events by April 15, 2019, with the ALA National Día de los niños Program Registry: <http://cs.ala.org/websurvey/alsc/dia/index.cfm>
5. The following documents must be completed and returned to krystinleonhardt@gmail.com:
 - I. Participation letter signed by Director (this letter).
 - i. Due by April 15, 2019.
 - II. Budget pre-approval form, completed and submitted by April 15, 2019.
 - i. This form is attached and must be approved before purchases and/or expenditures are made in order to guarantee reimbursement.
 - III. Reimbursement form with receipts/invoices/packing slips for all materials submitted.
 - i. This form will be sent to you after your budget has been approved.
 - ii. Reimbursement form and accompanying receipts, invoices and/or packing slips must be submitted by May 17, 2019 to qualify for reimbursement.

- No backorders are allowed, and all materials must be received by your event date.



Director's signature indicates acceptance of the above listed terms.

April 5, 19
Date

We are very excited about your library and community participation in this event and wish you the very best with your program!

Warm regards,
Carolyn Brooks
Library Programs Consultant
California State Library