

From: [Henson, Angela](#)
To: [Henson, Angela](#)
Subject: FW: [External] Lunch at the Library 2021 Grant Award Notification – Riverside Public Library
Date: Monday, June 7, 2021 2:26:45 PM
Attachments: [PLP ACH Letter and Authorization Agreement Fillable.cleaned.pdf](#)
[PLP LatL 2021 Final Expenditure Form.cleaned.docx](#)
[PLP 2021 Lunch at the Library Spending Guidelines .cleaned.docx](#)
[PLP 2021 LatL Acceptance, Claim, and Budget Forms.cleaned.docx](#)

From: Garone, Patricia <garone@plpinfo.org>
Sent: Monday, June 7, 2021 7:17 AM
To: Garcia, Joseph A.
Cc: Lunch at the Library; Christmas, Erin
Subject: [External] Lunch at the Library 2021 Grant Award Notification – Riverside Public Library

This email's attachments were cleaned of potential threats by The City of Riverside's Security Gateway.

Click [here](#) if the original attachments are required (justification needed).

Dear Joseph:

Congratulations! We are happy to inform you that **Riverside Public Library has been awarded \$4,600** to support your Lunch at the Library program plans for Summer 2021. You will receive:

- \$3,600 in funds to support 2 library meal site(s)
- \$1,000 in added meal site seed funds to support a new summer meal program location (an added \$1000 per 1 first-time site(s))

All funds should be spent no later than Friday, September 3rd, 2021.

To help evaluate the impact of the Lunch at the Library program, as a Lunch at the Library awardee, you are required to:

1. Complete the Grant Acceptance, Claim, and Proposed Spending Budget Forms. (Three documents included in one attachment.)
2. Email the three documents by July 1st, 2021, following the directions on the form.
3. Complete and submit survey(s) on program activities. Project staff will provide you with information about evaluating your program by July 1st, 2021.
4. Complete and submit the Lunch at the Library Final Expenditure Form which summarizes how funds were spent by September 17th, 2021. (Please note that original receipts do not need to be submitted unless your library chose to receive an award as a reimbursement.)
5. (If applicable) Obtain approval from grant staff for changes to the spending levels indicated on your initial expenditure report.
6. New this year: Libraries can choose to receive their State funding award in the form

of a mini-grant (receiving the funds up front) or as reimbursement (receive funding upon submission of receipts). Either way you receive funds, final reporting will be required.

7. New this year: Libraries may sign up for Automated Clearing House (ACH) electronic payment, where grant funds are deposited directly into your bank account, rather than receiving a check.

Your Lunch at the Library funding is contingent upon completion of submitting the first three items listed above.

To aid you during this project, we have included the Lunch at the Library Spending Guidelines.

Should you have any questions please do not hesitate to contact Trish Garone, PLP Project Manager, at garone@plpinfo.org.

Sincerely,

Trish Garone
PLP Project Manager, Lunch at the Library

4 Attachments:

- Grant Acceptance, Claim, and Proposed Spending Budget Forms (3 pages)
- Lunch at the Library Spending Guidelines
- Final Expenditure Form
- Automated Clearing House (ACH) Electronic Payment Form

Trish Garone, MSW (she/her)

Program Manager | Lunch at the Library Project

garone@plpinfo.org

310-720-1802 (cell)

<https://lunchatthelibrary.org/>

Lunch at the Library is a project of the California State Library, supported with funds from the State of California. Lunch at the Library was developed by the California Library Association and the California Summer Meal Coalition, with support from the David and Lucile Packard Foundation.

Keep Riverside healthy: Wear a face covering, maintain healthy diet and exercise, wash your hands, and get vaccinated. RiversideCA.gov/COVID-19