2025 Lunch at the Library | Application

Project Information

Application Information

Application Name:

Please use the following format: LATL Summer 2025_Jurisdiction Name

How much are you requesting from the funder?

> **Award Requested:**
>
> *CSL will update this figure once we finalize award amounts, and then you will return to input your budget sections, based on this figure. For now, please input the number one. (This is the only way to proceed.)*

Primary Contact Information

Name, Email Address, Mailing Address, and Phone Number

Application Form 1: Applicant Information

Is your organization a California public library? Yes/No

Authorized Representative Info (Name, Title, Phone, Email, Mailing Address)

Application Form 2: Project Details

1. Primary Project Audience: Identify the audiences for this project. Select all that apply.

- Adults
- Families
- Immigrants/Refugees
- Intergenerational Groups (Excluding Families)
- Library Staff, Volunteers, and/or Trustees
- Low Income
- Non/Limited English Speaking
- People with Disabilities
- People with Limited Functional Literacy
- Pre-School Children
- Rural Populations
- School Age Children

- Senior Citizens
- Statewide Public
- Suburban Populations
- Unemployed
- Urban Populations
- Young Adult and Teens

2. Abstract: Provide a brief summary of your project including what you will do, for whom, and for what expected benefit. This statement may be used for publicity purposes. (Word limit: 60)

> *Example: Happy Public Library will host summer meals and enrichment activities for children 0-18 and their families. Youth interns will be hired to assist throughout the summer. Library staff will also provide pop-up library services at local community meal sites. Books will be provided during the programs to build home libraries and connect families to our Summer Reading program.*

3. **Project Description**: Provide a description that will enable the reviewers to understand the overall project if they were to read only this response and no other part of the application. (Word limit: 300)

The text should be a summary of:

- your planned activities
- how the activities you propose will achieve your desired outcomes and goal

Organize your text in a readable format. Use subheadings as needed.

> *Example: Throughout the Happy community, students receiving free and reduced-priced lunches exceed 50% in most schools. To help families address the growing food insecurity in this area the Happy Public Library plans to partner with the local school district to serve meals to children 0-18 five days a week for six weeks at two library branches alongside enrichment activities. Further, the library will partner with a local food bank to provide snacks and meals for caregivers who cannot receive these meals. Youth interns will be hired to oversee enrichment activities at the library's summer meal sites. A robust training program will be developed to build workforce readiness and social and emotional skills in teen interns. Library staff will visit community meal sites throughout the summer to provide enrichment activities and pop-up library services to local families. In addition to regular enrichment programming, the library will develop a Farm to Summer enrichment program. Staff also plans to contact local farms and other community agencies for further partnerships. To increase literacy in the area, books will be provided at the library during summer meal service and at the community meal site visits to build home libraries and connect families to the Happy Public Library Summer Reading program.*

4. **Agency Alignment:** Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Word limit: 150)

5. **Focus Population:** Who is the focus population for this project? (Word limit: 50)

6. **How will you connect with the focus population, inform them about the project, remove barriers, and encourage their participation?** (Word limit: 300)

Describe your outreach efforts to connect the focus population with the project, increase their participation, and address obstacles to their participation.

7. **Community Connections:**

A community connection is a cooperating institution or agency with which the applicant works to achieve project goals but with which the applicant might not have a formal, signed agreement.

Organizations or individuals who are contractors under the project are not considered community connections.

For each connection you will provide the Community Connection Name and describe resources the connection will contribute and how it will contribute to the project and help achieve project goals.

Community Connections are encouraged but not required, and you do not need to have any in place when you apply. Do not include your meal sponsor as a community connection, that information is requested later in the application. If you have more community connections than the three fields offered, choose the top three.

8. **Community Connection Letters of Support:** Attach any letters of support to your application.

Your letters of support should be named OpportunityName_LetterofSupport1_OrganizationName

Letters of support are not required. You may upload more than one.

Application Form 3: Summer 2025 Specific Questions

General Information

1. Lead Project Contact (First Name, Last Name, Title, Phone, Email)

2. Alternate Project Contact (First Name, Last Name, Title, Phone, Email)

3. What is your library jurisdiction?

4. What county does your library jurisdiction serve?

5. Did this jurisdiction participate in the Lunch at the Library program last year?

Library Meal Sites

1. Do you plan to serve meals at any of your library sites? Yes/No

If Yes,

- 1.a. How many of your library locations are planning to serve meals? Include the main library, branches and/or bookmobiles.
- 1.b. Please provide details on your plans for each site by uploading a completed [Library Meal Sites Spreadsheet](https://www.library.ca.gov/uploads/2024/08/LATL-LibraryLunchSites-25.xlsx).
  https://www.library.ca.gov/uploads/2024/08/LATL-LibraryLunchSites-25.xlsx
- 1.c. How many of your planned library meal sites are new this year (no days of service in Summer 2024)? Please note, for first-time applicants, this number should match the total number of library meal sites.
- 1.d. What is the service days tally for your new meal sites (auto-calculated on Library Meal Sites spreadsheet in column L)?
- 1.e. Do you need help confirming eligibility or connecting with a USDA meal sponsor for any of your meal sites? Yes/No
  - If yes, please provide details on how we can help.

Community Meal Sites (Pop-ups)

1. Does your library plan to visit (non-library) community summer meal sites to provide pop-up library enrichment activities? (Community meal site examples: Schools, YMCAs, Parks & Recreation locations, food banks, etc.) Yes/No

If Yes,

- 1.a. Did this jurisdiction participate in the Lunch at the Library program in Summer 2024? Yes/No
  - If new, what is the total number of planned visits to community meal sites?

Youth Development

1. How do you plan to incorporate Youth Development into your Lunch at the Library Core Program plans? (Mark all that apply.)

- Scholarships
- Hiring teens to staff
- Partnering with a youth development agency (that provides teen workers)
- Creating internship opportunities
- Working with teen interns to boost job readiness skills
- Providing teen volunteers with job readiness opportunities
- I am not planning to include Youth Development as any of these options would present a challenge
- Other
  - If Other, explain.

Application Form 4: Additional Information/Uploads

Additional supporting documents are not required.

Attach additional supporting documents to this application. Acceptable file formats for supporting documents include Word (.doc, .docx) and PDF.

Supporting attachments should provide data for information provided in the narrative.

Examples of attachments include:

- Letter of support from individuals or groups (not partner or community connections)
- Citations from reports supporting the needs statement
- Staff position descriptions
- Sample evaluation tools
- Description and expertise of any consultants to be used

Attach additional supporting documents to this application. Acceptable file formats for supporting documents include Word (.doc, .docx) and PDF. If you have more than one file, click Choose File again to upload multiple files. Your additional documents should be named OpportunityName_UpToThreeWordDescription_OrganizationName

Application Form 5: Project Budget Detail Upload

Budget Detail Upload Instructions

You will submit your application without this section completed. After you receive your Award Amount in December, you will return to this section to upload your budget detail spreadsheet. Once you have received your award amount, you will:

1. Download the Grant Award Budget Template below.
2. Complete the spreadsheet for your project.
3. Upload your completed spreadsheet by using "Choose File" button below.
   [Grant Award Budget Template For Download.xlsx](#)

Your file name should follow this format:
OpportunityName_BudgetDetail_OrganizationName.

Budget

Once you receive your Award Amount and complete the Grant Award Budget, you will input the subtotal for each budget category (based on the budget detail spreadsheet). For the initial submission, mark done.