CALIFORNIA STATE LIBRARY
Lunch at the Library
SUMMER 2025 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, use this guide to assist you in managing your award.

BUDGET MODIFICATIONS

During the grant period, you may need to modify your budget. A budget modification request must be submitted for modifications of any amount All budget modifications:

- Must be approved prior to the funds being spent
- Must be submitted at least 30 days before the end of the project period. The final due date for all budget modifications is **January 1, 2026**
- Require the approval of the Grant Monitor, and Library Programs Consultant
- Require a formal budget modification request to be submitted via the California State Library Grants Management System, [AmpliFund](#). Email your Grant Monitor for instructions.

COMMUNITY OF PRACTICE

To foster effective communication and collaboration, all grantees are asked to attend Community of Practice sessions held on Zoom from 2:00-3:30on the following dates:

- Thursday, February 6, 2025 – Link Expired

- Thursday, March 6, 2025 -- [Community of Practice #2 Zoom link](#)

- Thursday, April 3, 2025 -- [Community of Practice #3 Zoom link](#)

- Thursday, May 1, 2025 -- [Community of Practice #4 Zoom link](#)

- June and July 2025 – No Meetings. Happy 4th of July!

- Thursday, August 7, 2025 -- [Community of Practice #5 Zoom link](#)

- Thursday, September 4, 2025 -- [Community of Practice #6 Zoom link](#)

- Thursday, October 2, 2025 -- [Community of Practice #7 Zoom link](#)

CONTACT INFORMATION

Robyn McCreight	**Rachel Tucker**	**Kaela Villalobos**
Grants Analyst	Library Programs Consultant	Library Programs Consultant
robyn.mccreight@library.ca.gov	rachel.tucker@library.ca.gov	kaela.villalobos@library.ca.gov

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, project reporting, and submissions through AmpliFund. The library programs consultant is available to provide programmatic support such as help with creating 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, 2025, to January 31, 2026. Reports are due on the following schedule.

Reporting Period	Report	Due Date
February 1, 2025 – April 30, 2025	1st Financial Report Due and 1st Project Progress Narrative Report Due	May 30, 2025
May 1, 2025 – July 31, 2025	2nd Financial and 2nd Project Progress Narrative Report Due	August 30, 2025
Summer 2025	Lunch at the Library Annual Outputs Survey and Lunch at the Library Outcome Surveys (Reporting on all outputs and outcomes thus far)	September 10, 2025
August 1, 2025 – October 31, 2025	3rd Financial Report Due	November 30, 2025
November 1, 2025 – January 31, 2026	Final Financial Report, Expenditure Detail Report and Final Program Narrative Report Due	February 28, 2026

During the Summer 2025 Lunch at the Library project period, awardees are required to submit four (4) 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 and Library Outcome Surveys by September 10, 2025.

PDF or Excel versions of all reports will be made available ahead of time on the Lunch at the Library Evaluation page.

Complete and submit project reports through the State Library's online grants management system, [AmpliFund](). The link for Summer 2025 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 and library programs consultant will 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. Your authorized representative will receive an email notifying them that the approved report is ready for signature. Reports are not considered final until they have been signed via DocuSign.

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.

Important note about books for home libraries: The shorter credit line must be included as a sticker or stamp in all books provided to build home libraries.

For required language, templates, and further guidance on promotions, see the [Lunch at the Library Toolkit page](#).

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.

Project Timeline

Lunch at the Library Summer 2025 begins on February 1, 2025 and ends on January 31, 2026. Grant eligible program expenditures may begin no earlier than the start date. All grant activities must be completed and grant funds fully expended by the end date of January 31, 2026.

UNALLOWABLE EXPENDITURES

Unallowable expenditures (including donated food) cannot be paid for with grant funds or included as in-kind or cash match. 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 and must be scheduled to align with meal service)
- Fundraising activities, including grant writing
- Cash reserves and endowment holdings; purchase of land, buildings, or major construction
- Permanent construction or installations (discuss any plans related to this area with the Lunch at the Library team beforehand)
- 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.