



Mendocino County Library_LATL Summer 2026

Prepared by Mendocino County Library
for California State Library 2025-26 Lunch at the Library

Submitted by Kelly Hansen

Submitted on 10/20/2025 8:37 AM Pacific Standard Time

Opportunity Details

Opportunity Information

Title

2025-26 Lunch at the Library

Description

Funds and support are available for all California public libraries that help to provide summer meals for children and youth.

The Lunch at the Library program helps California public libraries:

- Establish library locations as U.S Department of Agriculture (USDA) summer meal sites.
- Take pop-up libraries to other USDA community meal sites.
- Provide learning and enrichment opportunities and wraparound community services in conjunction with meals served.
- Connect families with locally sourced, sustainable food, and hands-on food education opportunities.

Awarding Agency Name

California State Library

Agency Contact Name

Robyn McCreight

Agency Contact Phone

916-603-6716

Agency Contact Email

Lunch@library.ca.gov

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/d175e68d-4fa3-454b-8bd5-f719c24ca9eb>

Funding Information

Funding Source Description

Lunch at the Library is a project of the California State Library, supported with funds from the State of California.

Award Information

Award Period

02/01/2026 - 01/31/2027

Indirect Costs Allowed

Yes

Indirect Cost Description

An indirect cost is the applicant's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office "space expenses, and administrative or financial operations for an entire organization."

Applicants may choose to:

- Not request any indirect costs;
- Use a current approved indirect cost rate with a federal agency or one pending review to be approved by the project start date (applicants choosing this option must attach supporting documentation to application); or
- Use an indirect cost rate not to exceed 10% of modified total direct costs

Submission Information

Submission Timeline Additional Information

Submissions due 11/05/25 at noon (12:00 noon)

Notification on final funding amounts will be made in December.

Other Submission Requirements

Input \$1 into your budget when first submitting your application. Once the application period has closed and the Lunch at the Library team has reviewed applications, we will notify applicants of their award amounts and provide instructions for updating the application budget.

Question Submission Information**Question Submission Email Address**

Lunch@library.ca.gov

Eligibility Information**Additional Eligibility Information**

Must be a Public Library, Library Friends or Foundation Group, or Library Consortium within California

Must be prepared to serve as a library meal site and/or provide pop-up library services to an existing community meal site

Additional Information**Additional Information URL**

<https://www.library.ca.gov/services/to-libraries/lunch/>

Project Information

Application Information

Application Name

Mendocino County Library_LATL Summer 2026

Award Requested

\$23,764.00

Cash Match Requirement

\$0.00

Cash Match Contributions

\$0.00

In-Kind Match Requirement

\$0.00

In-Kind Match Contributions

\$0.00

Other Funding Requirement

\$0.00

Other Funding Contributions

\$0.00

Total Award Budget

\$23,764.00

Primary Contact Information

Name

Kelly Hansen

Email Address

hansenk@mendocinocounty.gov

Address

105 N. Main St.
Ukiah, California 95482

Phone Number

707-513-9442

Project Description

Applicant Information and Certification

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, press the "Ctrl" and the "+" buttons on your keyboard at the same time.

Before beginning the application, check that your organization meets all eligibility requirements:

- Must be a Public Library, Library Friends or Foundation Group, or Library Consortium within California
- Must be prepared to serve as a library meal site and/or provide pop-up library services to an existing community meal site

Applicants with a history of inadequate management of previous projects and delayed or incomplete reporting may be denied future awards until an improvement in administrative practice can be demonstrated.

1. Based on the eligibility requirements above, is your organizations eligible to apply for this funding?

- ☒ Yes
☐ No

2. Applicant Organization Name

Mendocino County Library

3. Select the Applicant Organization Type

- ☐ Academic Library, Elementary School Library, Secondary School Library or Research Library
☐ California Government Agency (Note: Government agencies applying on behalf of a library they directly operate should select the appropriate library category.)
☒ California Public Library
☐ Library Friends or Foundation Group
☐ Library Consortium (Includes any local, statewide, regional, interstate or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic and special libraries and information centers, for improved services for the clientele of such library entities.)
☐ Nonprofit (Note: Library Friends Groups or Library Foundations applying should select Library Friends or Foundation Group.)
☐ Other

4. Will the project proposed be implemented in a California public library? If the proposed project will not be implemented in a California Public Library you will be prompted to enter the location in the next field.

- ☒ Yes
☐ No

4b. Select the library where the project will be implemented

Mendocino County Library ▼

Application Certification

Application Certification Upload Instructions

1. Download the Application Certification Template below.
2. The Authorized Representative signs for your project.
3. Upload your completed form by using "Choose File" button below.

Application Certification Template

Application Certification And Signature Page-2425.docx

Upload your completed Certification and Signature page. Your file name should follow the format OpportunityName_Certification_OrganizationName. Example: InspirationGrant_Certification_CaliforniaStateLibrary. Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG.

Mendocino County Library 2025-26 LATL application certification signature_MH.pdf

Authorized Representative

The Authorized Representative is the legally designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement executing the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within the applicant organization.

Authorized Representative First and Last Name.

Mellisa Hannum

Authorized Representative Title

County Librarian

Authorized Representative Email

hannumm@mendocinocounty.gov

Authorized Representative Phone (Use the format 123-456-7890)

(707)671-6014

Authorized Representative Street Address

225 Main St.

Authorized Representative City

Point Arena

Authorized Representative Postal Code (Use the format 12345 or 12345-6789)

95468

Recipient Manager

The Recipient Manager is the main contact for the proposed project. Typically they are responsible for communicating with the State Library on a day to day basis, carrying out project activities and submitting reporting for grants. The State Library has previously referred to this role as a Project Coordinator.

Recipient Manager First and Last Name

Nayo Sicard

Recipient Manager Title

Branch Manager

Recipient Manager Email

sicardn@mendocinocounty.gov

Recipient Manager Phone (Use the format 123-456-7890)

(707)234-2861

Project Details

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, press the "Ctrl" and the "+" buttons on your keyboard at the same time.

1. Primary Project Audience: Identify the audience(s) for this project.

Select all that apply

- ☐ Adults
- ☒ Families
- ☒ Immigrants/Refugees
- ☐ Intergenerational Groups (Excluding Families)
- ☐ LGBTQ+
- ☐ 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 Adults and Teens
- ☐ No Specific Primary Audience
- ☐ Other

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. This project addresses summer hunger and supports families by offering nutritious meals and enriching programs that nourish both the bodies and minds of children and teens, helping to strengthen the community.

Question 2 Response:

Mendocino County 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. This project addresses summer hunger and supports families by offering nutritious meals and enriching programs that nourish both the bodies and minds of children and teens, helping to strengthen the community.

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: Many families in the Happy community are facing food insecurity, as shown by the school district's 58% Free and Reduced Price Meal rate. In response, the Happy Public Library is partnering with the local school district to offer free summer meals to children ages 0–18. Meals will be served five days a week for six weeks at two library branches. Lunches will be paired with enrichment activities to support both nutrition and learning. 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 create and oversee enrichment activities at the library's summer meal sites. A robust training program will be developed to build workforce readiness and social emotional skills in teen interns. Library staff will also visit community meal sites throughout the summer to provide enrichment activities and pop-up library services to local families including Farm to Summer programming. Staff plans to contact local farms and other community agencies for 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.

Question 3 Response:

Many families in Mendocino County are facing food insecurity at a rate of about 73.9% according to county data on the Free and Reduced Price Meal rate for Mendocino County schools. In response, the Mendocino County Public Library is partnering with our local school districts to offer free summer meals to children ages 0–18 at two of our library branches. Meals will be served four days a week for eight weeks at the Willits branch and four days a week for seven weeks at the Coast branch. Lunches will be paired with enrichment activities to support both nutrition and learning. Youth interns will be hired to create and oversee enrichment activities at the library's summer meal sites. A robust training program will be developed to build workforce readiness and social emotional skills in teen interns. Library staff will also visit community meal sites throughout the summer to provide enrichment activities and pop-up library services to local families including Farm to Summer programming. Staff plans to contact local farms and other community agencies for 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 Mendocino County 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)

Question 4 Response:

The mission of the Mendocino County Library's SRP and associated programming is to enrich lives through free and equitable access to materials and programs centered on education, culture, and entertainment. Its vision and values are to support a connective, inclusive, and equitable community where opportunities for discovery are celebrated. The Mendocino County Library Summer Reading Program and Lunch at the Library programs goals are to help prevent summer learning loss, which will benefit our community by creating connections with our library system while partnering with our school districts to help alleviate childhood food insecurity over the summer in a fun way that encourages learning. Our Lunch at the Library program is formulated to support our agency's goals through offering nutrition and enrichment to all children regardless of income and in offering educational options including farm to table programs, literacy, STEM, and physical activity.

5. Is this a brand new project?

A new project is one that has not been implemented before at your organization. This is a project that you are starting from scratch.

If you have never held a Lunch at the Library program at your location click yes. If you have held any form of Lunch at the Library program at your location in the last five years, regardless of how the program was funded, click no.

Question 5 Response:

- ☐ Yes
☒ No

6. Is this project expected to take more than one year to implement fully? Lunch at the Library Summer 2026 projects are expected to be fully completed by January 31, 2027.

- ☐ Yes
☒ No

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

Describe the focus population for your proposed project.

Question 7 Response:

Our focus populations are children ages 0-18, families, and our Indigenous and Hispanic communities that have been underserved in the past.

8.(Optional) How does this proposed project address barriers and needs experienced by the focus population and align with the population's strengths and aspirations? (Word limit: 150)

Describe how your planned activities will help address the barriers and unmet needs and align with the aspirations of the focus population.

Question 8 Response:

9. 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.

Question 9 Response:

Mendocino County Library interacts with the county's school districts to inform administrators, teachers, students, and parents about our upcoming Lunch at the Library programming throughout the county. We do this through emails, flyers, and word of mouth during class visits to the library branches. We also connect with our community partners to let them know when and where Lunch at the Library activities will be happening. Additionally, we leverage our existing community outreach activities and coordinator to inform our extremely rural outlying residents and Indigenous communities about Lunch at the Library programming. Last year we ran radio and social media ads to help reach our community and plan to do that again, but this year we will begin running the ads before the programming starts to try to reach a wider audience. We offer our Lunch at the Library advertising in multiple languages and we advertise in local Spanish language publications to help bridge any communication barriers.

10. How will your project be created, planned, and implemented in collaboration with the focus population? (Word limit: 300)

Describe how members of the focus population will work with you on the project as you create, plan, and implement it.

Question 10 Response:

The Mendocino County Library will collaborate closely with the focus population—children, families, and underserved communities—throughout the creation, planning, and implementation of our Lunch at the Library program. Our approach emphasizes accessibility, communication, and community partnership to ensure the program reflects the needs and voices of those we serve.

We start by engaging directly with the community through existing relationships with local school districts, informing administrators, teachers, students, and families via flyers, emails, and in-person school and library visits. These conversations often generate valuable feedback that helps us shape programming to meet current needs.

Our community outreach coordinator plays a vital role in engaging our rural and Indigenous populations, ensuring these voices are included during planning. We also work with community partners, including local nonprofits, food providers, and Indigenous organizations to help us understand local needs and identify areas where meal sites and services are most needed. To reduce barriers to participation, we are adding a new pop-up at a community meal site in one of our most rural areas.

Advertising is offered in multiple languages and includes Spanish-language publications as well as radio and social media outreach to increase visibility and participation. The focus population are encouraged to participate through impromptu feedback methods during and after programming, helping us improve services in real time. In future years, we aim to formalize community advisory input to strengthen two-way communication.

By listening closely, responding to needs, and remaining flexible in our approach, we strive to ensure that Lunch at the Library is a collaborative, inclusive program designed with and for the communities we serve.

11. (Optional) Project Outputs: List your estimated project outputs.

Include services to be provided and/or products to be created in this project as well as the approximate number of each.

Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.

Example list of tentative outputs:

- 5 enrichment presentations will be held during meal service; 25 people will attend each presentation
- 12 pop-up library visits to community meal sites will be held
- 15 teen interns will be trained
- 500 books to build home libraries which include literature connecting families to summer reading will be distributed

Question 11 Response:

12. (Optional) Additional Evaluation: Beyond the framework required by the State Library, describe additional local plans, if any, for evaluating the impact of your project in response to your stated need. (Word limit: 300)

Question 12 Response:

13. (Optional) Future Plans: If this project is successful, how will it be supported and sustained in the future, and if it's not, how will you use any lessons learned? How will you share successes and lessons learned? (Word limit: 150)

Question 13 Response:

This project is hugely successful in Mendocino County with both our community, library administration, and staff. In the future we plan to keep applying for grant funds as long as the LATL grant exists. If the LATL grant is dissolved we would try to continue the program using our own limited budget and we have spoken to some of our FOL groups about

providing some type of limited support as well. Mendocino County is poor county and we are not allowed to fundraise due to county regulations. As a result without LATL grant support our program may not be as robust but we are committed to trying to maintain a similar program to the best of our abilities.

14. Project Partner: Do you have a project partner to report?

A partner is an organization that will contribute resources to your project (materials, funds, staff, etc.) and with which you have a signed agreement.

Contractors paid for their involvement with the project are NOT partners.

Question 14 Response

- ☐ Yes
☒ No (If no, scroll down to the next question)

15. 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.

Do you have a community connection to report?

- ☒ Yes
☐ No

15b. Community Connection Name

Tis Bil Educational Center

15c. Describe resources the connection will contribute and how it will contribute to the project and help achieve project goals.

Question 15c Response:

Partnering with the Tis Bil Indian Education Center provides a location for the pop-up program has a consistent schedule and predictable attendance of a diverse group of youth and staff. The Tis Bil Education Center is a USDA meal site.

15d. Do you have a second community connection to report?

- ☐ Yes
☒ No

16. (Optional) Project Partner and Community Connection Letters of Support: Attach any letters of support to your application.

Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG.

Your letters of support should be named OpportunityName_LetterofSupport1_OrganizationName

If you have more than one letter of support, click Choose File again to upload multiple files.

Upload Letters of Support Here:

LATL Summer 2026 Specific Questions

General Information

1. What is your library jurisdiction?

Mendocino County Library

2. What county does your library jurisdiction serve? Mark all that apply.

Mendocino

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

☒ Yes

☐ No

Library Meal Sites

4. Do you plan to serve meals at any of your library sites?

☒ Yes

☐ No

4a. How many of your library locations are planning to serve meals? Include the main library, branches, and/or bookmobiles.

2

4b. Complete the attached spreadsheet to provide details on your plans for each site.

LATL25-Library Name_APP_Meal Sites.xlsx

Upload the Library Meal Sites Spreadsheet here. Name the file using the following format: LATL25-Library Name_APP_Meal Sites

LATL25-Mendocino County Library_APP_Meal Sites.xlsx

4c. How many of your planned library meal sites are NEW this year? New means no meals were served at this location in Summer 2025 using LATL grant funding. For first time applicants this number should match the total number of library meal sites.

0

4d. Input the total service days for NEW library meal sites from the Library Sites spreadsheet in column L. If you do not have any new meal sites, input 0

0

4e. Do you need help confirming eligibility or connecting with a USDA meal sponsor for any of your meal sites?

☐ Yes

☒ No

Community Meal Sites (Pop-ups)

5. 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

5a. Did your jurisdiction participate in the Lunch at the Library program in Summer 2025?

☒ Yes

☐ No

Youth Development

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

☐ Scholarships

- ☒ Hiring teens as 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:

Project Activities: Instruction

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, click the "Ctrl" and "+" buttons on your keyboard at the same time.

Consider what activities will be used to accomplish your project and achieve your outcomes.

- An Activity is an action or actions that help you accomplish the goal of your project.
- Your project will likely have between one and four activities.

For more information about Activity Types, Modes, Formats, and Beneficiaries, view the LSTA Handbook:
<https://www.library.ca.gov/grants/lsta-handbook/activities/>

Lunch at the Library programs that include the following outputs must add the corresponding Instruction Activities. Meal service does not require an activity form.

- Enrichment program series at library meal sites
 - Type: Instruction – Program- General Public
- Enrichment program series at community meal sites:
 - Type: Instruction – Program – General Public
- Teen internship or volunteer program:
 - Type: Instruction – Program – Library Workforce
- Books to build home libraries:
 - Type: Instruction- Other

In addition to the forms above, grantees that participate in the Lunch at the Library program and provide activities for the benefit of the general public are required to gather and submit outcomes and outputs data to the California State Library during the grant period.

Do you have an Instruction activity to report?

- ☒ Yes
☐ No

Instruction Activity Name

Enrichment program series at library meal sites

Instruction Activity Description: Provide a brief summary of your activity including what you will do and how you will do it, for whom, and for what expected benefit. (Word Limit: 160)

Mendocino County Public Library will provide enrichment programs at two library branches this summer directly before, during, or after meal services. Programs will focus on engaging participants in continued learning over the summer and will include enrichment presentations and connections to STEM, literacy, health and wellness, and Farm to Summer.

Choose the Type that best describes the instruction activity.

- ☒ Instruction - Program: Formal interaction and active user engagement (i.e. a computer class)
☐ Instruction - Other

Choose the format that best describes the instruction.

- ☒ In-person: carried out face-to-face
☐ Virtual: mediated by a computer, computer network, or mobile device
☐ Combined In-person & virtual: delivered both in-person and via a computer, computer network, or mobile device

☐ Other

Is the activity directed at the library workforce (includes volunteers and trustees) or the general population?

- ☐ Library workforce
☒ General population

Do you have a second Instruction activity to report?

- ☒ Yes
☐ No

Second Instruction Activity Name

Enrichment program series at community meal sites

Second Instruction Activity Description: Provide a brief summary of your activity including what you will do and how you will do it, for whom, and for what expected benefit. (Word Limit 160)

Mendocino County Public Library will provide enrichment programs at community meal sites during pop-up library visits. Enrichment programming will take place directly before, during, or after meal services. Programs will focus on engaging participants in continued learning over the summer and will include enrichment presentations and connections to STEM, literacy, health and wellness, and Farm to Summer. Mendocino County Public Library will distribute books to build home libraries at our library meal sites. Books will be provided alongside material that connects to our summer reading program.

Choose the Type that best describes the instruction activity.

- ☒ Instruction - Program: Formal interaction and active user engagement (i.e. a computer class)
☐ Instruction - Other

Choose the format that best describes the instruction.

- ☒ In-person: carried out face-to-face
☐ Virtual: mediated by a computer, computer network, or mobile device
☐ Combined In-person & virtual: delivered both in-person and via a computer, computer network, or mobile device
☐ Other

Is the activity directed at the library workforce (includes volunteers and trustees) or the general population?

- ☐ Library workforce
☒ General population

Do you have a third Instruction activity to report?

- ☒ Yes
☐ No

Third Instruction Activity Name

Teen internship or volunteer program

Third Instruction Activity Description: Provide a brief summary of your activity including what you will do and how you will do it, for whom, and for what expected benefit. (Word Limit 160)

Mendocino County Public Library will hire youth interns to assist with our Lunch at the Library. Interns will be recruited and hired as library staff members. All interns will participate in training focused on library operations and food safety.

Choose the Type that best describes the instruction activity.

- ☒ Instruction - Program: Formal interaction and active user engagement (i.e. a computer class)
☐ Instruction - Other

Choose the format that best describes the instruction.

- ☒ In-person: carried out face-to-face
☐ Virtual: mediated by a computer, computer network, or mobile device
☐ Combined In-person & virtual: delivered both in-person and via a computer, computer network, or mobile device

device

☐ Other

Is the activity directed at the library workforce (includes volunteers and trustees) or the general population?

☒ Library workforce

☐ General population

Do you have a fourth Instruction activity to report?

☐ Yes

☒ No

If No, scroll to the bottom of page

Additional Information/Uploads

This form does not auto-save your work. Click the green Save button often.

To increase the size of the text, click the "Ctrl" and "+" buttons on your keyboard at the same time.

Applicant Organization Assessment

1. Recipient Manager Name

Nayo Sicard

2. Is the recipient manager new to your organization (joined within the past year)?

☐ Yes

☒ No

2b How long has the recipient manager worked in your organization? (Enter in years. Example: 3.5)

9

3. Has the recipient manager previously managed any LSTA or other state or federal grant projects within the last three years?

☒ Yes

☐ No

3b. How many grant projects has the recipient manager previously managed?

3

4. How long has the organization's director been in his/her current position? (Enter in years. Example: 3.5)

2

5. Has the applicant organization received any grants from the California State Library in the past three (3) years?

☒ Yes

☐ No

5b. How many grants has the applicant organization received from California State Library in the past three (3) years?

7

6. Has the applicant organization been awarded a grant not issued by the California State Library in the past three (3) years?

☒ Yes

☐ No

7. For any grants received within the past three (3) years, has the applicant organization been late submitting any of the following (select all that apply)?

☐ Amendments

☐ Budget modifications, augmentations and/or revisions

☐ Fiscal and/or narrative reporting

☒ The applicant organization has not been late in any of the above

☐ N/A - The applicant organization has not received any grants within the past three (3) years.

8. For any grants received within the past three (3) years, has your organization failed to meet any grant requirements?

☐ Yes

☒ No

9. In the past two years, has your organization undergone a reorganization or major shift in management that would affect

this program?

- ☐ Yes
☒ No

10. Has the applicant organization ever been convicted of violating any criminal law involving fraud, bribery, or gratuity violations?

- ☐ Yes
☒ No

11. Does the applicant organization have a current lawsuit filed against them or previously had a lawsuit filed against them in the last five (5) years?

- ☐ Yes
☒ No

12. How many times in the past five (5) years has the applicant organization received an audit and/or monitoring finding(s)?

- ☐ The applicant organization has not received an audit finding in the past five years
☐ 1-3 findings
☐ 4-6 findings
☒ 7+ findings

13. Select the type of audit(s) or monitoring that resulted in findings (select all that apply):

- ☐ The applicant organization has not received an audit finding in the past five years
☐ Federal audit
☒ Financial audit
☐ LSTA monitoring
☒ State audit
☒ Any other type of audit not identified above:

13b. If 'Any other type' was chosen, explain audit type.

Note-findings/audits were not related to the Library.

14. Does your accounting system identify and track expenditures and receipt of program funds separately for each grant award?

- ☒ Yes
☐ No

15. Is your organization facing bankruptcy or major budget deficits?

- ☐ Yes
☒ No

Additional Documents

Attach additional supporting documents to this application.

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

Acceptable file formats include PDF, Word (.doc, .docx), Excel (.xlsx), JPEG/JPG, and PNG.

Your additional documents should be named

OpportunityName_UpToThreeWordDescription_OrganizationName

Attach additional supporting documents to this application. If you have more than one file, click Choose File again to upload multiple files.

LunchattheLibrary2026-PressReleaseExample-MendocinoCountyLibrary.pdf

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
A. Salaries, Wages, and Benefits			
Library Assistants	\$3,479.00	\$0.00	\$3,479.00
Teen Interns	\$3,885.00	\$0.00	\$3,885.00
Subtotal	\$7,364.00	\$0.00	\$7,364.00
D. Supplies and Materials			
Books to Build Home Libraries	\$4,500.00	\$0.00	\$4,500.00
Farm to Summer Garden Supplies	\$2,000.00	\$0.00	\$2,000.00
Supplies for Enrichment Programming	\$5,000.00	\$0.00	\$5,000.00
Supplies Pop-Up Meal Sites	\$1,100.00	\$0.00	\$1,100.00
Supplies to promote literacy & outdoor activity	\$2,200.00	\$0.00	\$2,200.00
Subtotal	\$14,800.00	\$0.00	\$14,800.00
F. Services			
Event Marketing - Radio & Print Advertisement	\$1,500.00	\$0.00	\$1,500.00
Event Marketing - Social Media	\$100.00	\$0.00	\$100.00
Subtotal	\$1,600.00	\$0.00	\$1,600.00
Total Proposed Cost	\$23,764.00	\$0.00	\$23,764.00

Revenue Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding			
Award Requested	\$23,764.00		\$23,764.00
Subtotal	\$23,764.00		\$23,764.00
Non-Grant Funding			
Cash Match		\$0.00	\$0.00
In-Kind Match		\$0.00	\$0.00
Other Funding and Contributions		\$0.00	\$0.00
Subtotal		\$0.00	\$0.00
Total Proposed Revenue	\$23,764.00	\$0.00	\$23,764.00

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

A. Salaries, Wages, and Benefits

Library Assistants

0.04 FTE / 93.3 hours (75.9 hrs. lunch/activity, 17.4 hrs. travel/set--up/breakdown) Prepares materials, sets up activities, facilitates and supervises program sessions, and ensures thorough cleanup and organization after activities are completed.

Teen Interns

0.09 FTE / 186.5 hours (155.5 hrs. lunch/activity, 31 hrs. travel/set--up/breakdown) Participates in County orientation and training sessions. Assists with the setup, facilitation, and cleanup of lunch program activities. Gains hands-on experience applying skills and knowledge in a professional workplace environment. Earns a California Food Handler's permit. Develops professional skills, including resume building, customer service, and effective interpersonal communication. Collects and organizes program data, including surveys, photographs, and experiential documentation, to support grant reporting and program evaluation.

D. Supplies and Materials

Supplies Pop-Up Meal Sites

Grant funds will be used to purchase essential supplies for pop-up library visits at community meal sites. For Laytonville's three outdoor events, tents and tablecloths are needed to create a welcoming and functional space. For Ukiah's eight events, carts, dollies, or wagons will be acquired to efficiently transport materials and support streamlined setup and takedown.

Farm to Summer Garden Supplies

This enrichment program, held before, during, or after meal service at the community meal site in Willits, will host 31 scheduled summer events. Participants will use library garden boxes and meet local farmers to learn what grows best in our locality. Grant funds will purchase supplies to refresh garden beds, including plants, soil, and gardening tools. These activities will support hands-on learning in gardening, outdoor education, and local produce tastings. Learning outcomes will include understanding local agriculture, developing gardening skills, recognizing healthy food choices, and connecting literacy to real-world experiences.

Books to Build Home Libraries

Provides approximately 900 books to support the creation of home libraries, fostering family engagement with summer reading. All books will feature California State Library acknowledgment as required by grant guidelines.

Supplies for Enrichment Programming

Supplies will be used to support robust enrichment programming offered before, during, and after meal service at community meal sites during 82 scheduled events across all locations. Budgeted funds will cover the purchase of materials essential for engaging craft, STEM, and educational activities—such as construction paper, art supplies, science kits, interactive games, and other creative resources. These items will help create a dynamic learning environment, encourage creativity and critical thinking, and ensure all participants have access to high-quality enrichment opportunities.

Supplies to promote literacy & outdoor activity

StoryWalk will be featured in LATL programming before, during, or after meal service, depending on each site's needs. This summer, the initiative will foster outdoor literacy and promote healthy living by placing children's book pages along walking paths at community locations, with thematic connections to local food and gardening. Grant funds will support the purchase of two engaging children's book titles and durable sign stands to display their pages along a walking route. All displays will prominently feature Lunch at the Library and California State Library branding.

F. Services

Event Marketing - Radio & Print Advertisement

For advertisements on local radio (~130 radio spots = \$500) and local print media (~1/4-page ad @ \$100/run) to promote events, raise awareness of meal site locations and times, expand outreach, and boost community engagement.

Event Marketing - Social Media

For targeted social media marketing on Facebook and Instagram, generating an anticipated 60,000 impressions (based on last year's performance for the LATL grant) to promote events, raise awareness of meal site locations and times, expand outreach, and boost community engagement.