

From: <christian@theyerconsulting.com>

Date: Tue, Mar 16, 2021 at 5:00 PM

Subject: Día Funding Opportunity – Approval and Acceptance Letter

To: <annie.andrew@edcgov.us>

Hello Annie Andrew,

Congratulations!

I am excited to tell you that your application to participate in the 2021 Día de los Niños/Día de los Libros funding opportunity has been approved!

Please carefully review this email, then send me a scanned, signed copy via email.

LibraryJurisdiction: El Dorado County Library

Number of \$500 Allocations: 5

Total Reimbursement Limit: \$ 2,500.00

To be eligible for reimbursement, expenses:

- Must meet the opportunity guidelines on <https://www.library.ca.gov/grants/dia/> including the “Restrictions On The Use of LSTA Funds” document
 - **Please note:** The “*Multicultural books* — Can be purchased to use during the event or be given to families to keep for their home libraries” guideline on the website is **not correct**, books cannot be given to participants for the purpose of adding to home collections, per federal award regulations
- Must be for Día themed events
- Cannot be for gifts, swag, prizes, food items, or books for which the sole purpose is to add to home collections
- May be for takeaway items if they tie to and are an integral part of the event, and are reasonable and necessary, for example:
 - Books used as a learning tool that are an integral part of, directly support, and enable families to participate in the program – such as a book tied to the program theme, that families are asked to read aloud together
 - Craft supplies that are an integral part of the program – such as a bag with piñata making instructions, tissue paper, yarn, crayons, a glue stick, and a pair of kid scissors, for a program that includes learning about piñatas
- May be for multicultural books for your collection that are shelf ready by the event date
- May be for event performers and promotional materials such as flyers and event related literature
- Must be incurred, and any physical items received, by the event date

Next steps are as follows:

- Formally accept by having your Library Director or designee sign this email, then scan and send me the signed copy via email
 - If you do not plan to spend the amount above, please let me know so that we can reallocate the funds
- Submit a budget of reimbursable expenses, with item level detail, to me via email for approval, prior to ordering
 - You are welcome to use the attached sample budget form attached
- Register your event(s) with the ALA Día event website by April 9, 2021
 - <http://cs.ala.org/websurvey/alsc/dia/index.cfm>
- Submit your request for reimbursement to me by May 20, 2021
 - All supporting invoices, receipts, and proof of receipt must be attached
 - I will send you a reimbursement form after approving your budget
- Administer an IMLS survey to event(s) participants and report results by May 20, 2021
 - I will provide you two options, including a survey link to give to participants

Signature indicates acceptance of the terms listed above:

Library Director or Designee Signature	Date

We apologize for any confusion that the correction in guidelines may have caused. If you have any concerns or questions about the guidelines and your event or expenses, please contact me.

We are very excited about the Dia events in your communities and look forward to hearing from you!

Best regards,

Christian Theyer
Project Manager, ELF
christian@theyerconsulting.com
424.266.0366