

**California State Library
Library Development Services
Grant Award Budget Form**

Grant Opportunity Name: Summer 2025 Lunch at the Library
Applicant Organization Name: Murrieta Public Library
Project Title: Lunch at the Library

IMPORTANT: Each budget category on this form includes help text which highlights selected important guidance relating to each category. The help text does not include all budget instructions. For complete budget guidelines and information, please refer to the Application Instructions.

A) SALARIES, WAGES, AND BENEFITS

Include FTEs for every position included in this budget category. For more information on FTEs, including how to calculate, see application instructions.

| Expense | FTE | Grant Funds Requested ² | Cash Match & In-Kind | Total |
|--|------|------------------------------------|----------------------|----------|
| Project Supervisor - Library Services Supervisor | 0.06 | \$0 | \$16,265 | \$16,265 |
| Library Specialist | 0.05 | \$0 | \$4,845 | \$4,845 |
| Library Assistant II | 0.03 | \$0 | \$1,937 | \$1,937 |
| | | | | \$0 |
| | | | | \$0 |
| Salaries, Wages, and Benefits Subtotal: | | \$0 | \$23,047 | \$23,047 |

Salaries, Wages, and Benefits Description:

Project Supervisor – Supervising Librarian 120 hours x \$135.54 Responsible for creating reports. Manages grant budget. Schedules staff rotation for pop-up library programs. Implement and facilitate pop-up library programs at the Murrieta Elementary School.
 Library Specialist - 60 hours x \$80.75 Create, facilitate, and implement pop-up library programs at the Murrieta Elementary School meal site. Implement and facilitate pop-up library programs at the Murrieta Elementary School.
 Library Assistant II - 60 hours x \$32.28 Assists in the pop-up library programs at Murrieta Elementary meal site.

Responsible for creating reports. Manages grant budget. Schedules staff rotation for pop-up library programs. Implement and facilitate pop-up library programs at the Murrieta Elementary School.

Project Coordinator - Librarian I/II - 100 hours x \$135.75
 Responsible for creating social media content, promotions, outreach, and library flyers. Create, facilitate, and implement pop-up library programs at the Murrieta Elementary School meal site.
 Library Specialist - 60 hours x \$80.75
 Implement and facilitate pop-up library programs at the Murrieta Elementary School.
 Library Assistant II - 60 hours x \$32.28

Assists in the pop-up library programs at Murrieta Elementary meal site.

| Expense | FTE | Grant Funds Requested | Cash Match & In-Kind | Total |
|---------------------------|-----|-----------------------|----------------------|-------|
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| Consultant Fees Subtotal: | | \$0 | \$0 | \$0 |

Consultant Fees Description:

C) TRAVEL

Please see application instructions for budget guidance and information pertaining to the Travel budget category.

| Expense | FTE | Grant Funds Requested ² | Cash Match & In-Kind | Total |
|------------------|-----|------------------------------------|----------------------|-------|
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| Travel Subtotal: | | \$0 | \$0 | \$0 |

Travel Description:

D) SUPPLIES AND MATERIALS

Giveaway items including books, treats, and prizes are not allowable. Subscriptions and licenses are not considered supplies and must be included in the Services budget category.

| Expense | FTE | Grant Funds Requested | Cash Match & In-Kind | Total |
|--------------------------------|-----|-----------------------|----------------------|---------|
| Books to build home libraries | | \$4,500 | \$1,000 | \$5,500 |
| Craft Supplies | | \$700 | | \$700 |
| Hand sanitizer | | \$50 | | \$50 |
| Fliers/Postcards/posters | | \$250 | | \$250 |
| Directional signage | | \$629 | | \$629 |
| Labels | | \$50 | | \$50 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| Supplies & Materials Subtotal: | | \$6,179 | \$1,000 | \$7,179 |

Supplies and Materials Description:

700 books for pop up visits to be given out weekly at meal site; estimated 100 books per visit at approx. \$8. (Will purchase extra books, if funds allow). Free book coupons provided from the Friends of the Library to be given to participants and caregivers at the Murrieta Friends of the Library books stores where families can select a free book to add to their home collection. Craft supplies for meal site to be used during meals. Hand sanitizer to be used at meal site. One custom made promotional flag and a few small directional signs to provide clear and visible location of meal site.

E) EQUIPMENT

Include in this category any single item valued at \$5,000 or more per unit.

Note: Federal grants require equipment approval by the Institute of Museum and Library Services (IMLS).

| Expense | FTE | Grant Funds Requested | Cash Match & In-Kind | Total |
|---------|-----|-----------------------|----------------------|-------|
| | | | | |

| | | | | |
|---|-----|------------------------------|---------------------------------|--------------|
| | | | | \$0 |
| | | | | \$0 |
| Equipment Subtotal: | | \$0 | \$0 | \$0 |
| Equipment Description: | | | | |
| F) SERVICES | | | | |
| <p>Include all costs for individuals contracted to manage and/or implement project activities. If the proposed project includes subscription or license costs, these must be included in this category. Note: Federal award funds cannot be used to fund portions of contracts that fall outside of and/or extend beyond the project period.</p> | | | | |
| Expense | | Grant Funds Requested | Cash Match & In-Kind | Total |
| Enrichment presentations | | \$1,600 | | \$1,600 |
| | | | | \$0 |
| | | | | \$0 |
| Services Subtotal: | | \$1,600 | \$0 | \$1,600 |
| Services Description: | | | | |
| <p>Enrichment presentations at meal site and pop-up visit for three of the six weeks of the program, approximately \$375-\$550/per program.</p> | | | | |
| PROJECT SUBTOTAL | | | | |
| | | Grant Funds Requested | Cash Match & In-Kind | Total |
| Project Subtotal: | | \$7,779 | \$24,047 | \$31,826 |
| G) INDIRECT COSTS | | | | |
| <p>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.</p> <p>Applicants may choose to:</p> <ul style="list-style-type: none"> • Not request any indirect costs; <input type="checkbox"/> • 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 <input type="checkbox"/> • Use an indirect cost rate not to exceed 10% of modified total direct costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subcontracts up to the first \$25,000 of each subcontract. | | | | |
| Indirect cost rate applied (%): | 10% | | | |
| | | Grant Funds Requested | Cash Match & In-Kind | Total |
| Indirect Costs Total: | | \$778 | | \$778 |
| Indirect Costs Description (please include a detailed breakdown of your indirect cost calculation): | | | | |
| | | | | |
| GRAND TOTAL | | | | |
| | | Grant Funds Requested | Cash Match & In-Kind | Total |
| Grand Total: | | \$8,557 | \$24,047 | \$32,604 |