

To: Susan White <Susan_White@ci.richmond.ca.us>

Subject: Lunch funding for 2022 and Deadline for Budget April 4 at 4PM

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Greetings!

Thank you for being a part of Lunch at the Library this summer. I am pleased to notify you that City of Richmond will receive **\$3,200** in state funds to support all Lunch at the Library efforts this summer.

Important: To receive these funds we need you to complete the budget form (<https://www.library.ca.gov/wp-content/uploads/2022/03/LATL-Budget-Insert-Jurisdiction-Name.xlsx>). To submit [the Excel form](#), log back in at the [Wizehive Web portal](#) using the same credentials used for the application. You will now see the option to upload your budget (in an Excel format) and complete the brief form on your budget fields. Remember, the total amount you submit (on the form and on the Excel file you upload) must match your funding amount (\$3,200).

Please submit the budget information via the Wizehive Web portal (<https://webportalapp.com/sp/login/lunch2022>) as soon as possible but **no later than April 4 at 4:00 PM**.

While signed into the Web portal, please also update your application to reflect any changes since you submitted your application. These changes do not affect funding amounts but it is beneficial for you to let us know. Modifications include changing tentative & speculative pop-ups/Library-based meal sites to confirmed or switching a Library-based meal site to a pop-up site.

If you have any questions on completing the budget, or anything else requested in this email, please reach out to CSL's grants analyst for Lunch at the Library (Lisa Lindsay) using the email lunch@library.ca.gov or by calling 916.603.6708.

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Lisa Lindsay, Grants Analyst

lunch@library.ca.gov / 916.603.6708