

Family Literacy Award



Santa Clara City Library
Hilary Keith, City Librarian
2635 Homestead Road
Santa Clara, CA 95051-5322

hkeith@santaclaraca.gov

Dear Hilary Keith:

We are delighted to provide Santa Clara City Library with a grant for **\$25,000** to support family literacy programming for low-literate adults in your community. The most successful literacy strategies involve families as a whole.

Please remember:

- The funds must be **spent or encumbered by June 30, 2019.**
- The funds are intended to support services to low-literate adults and their families, not the general adult or youth services population. We recommend you work with partners to help ensure that services are targeted to low-literate adults.
- The California Library Literacy Services mission and values apply to this funding, including the stipulation that your focus should be literacy for English-speaking adults.
- This grant comes from the same budget pot as your California Library Literacy Services funds so the same spending restrictions apply. Funds may not be spent on refreshments or out of state travel, for example.

This year, just over half of all California Library Literacy Services libraries requested family literacy funds. Next year, as more libraries apply, everyone's share of the \$2.5 million earmarked in the state budget for family literacy services will likely be slightly lower.

We encourage you to consider this year's funding as seed money to start or expand services rather than commit to ongoing expenses that may be sustained if you receive less funding next year. There has been a strong commitment to partnerships and collaboration demonstrated in the wide variety of programming plans received and we're confident that the newly-awarded family literacy funds will have a significant impact in communities across the state. Our plans for evaluation to identify and demonstrate this impact are threefold:

- We'll ask you to report on your family literacy services and expenditures in the already required annual year-end report. Please remember to count everyone who participates in your family literacy programs, including learners who are enrolled in your California Library Literacy Services program as well as other low-literate adults and their families who may not be officially

enrolled and matched with a tutor. Also, be sure to document all the programs, services and resources you provide.

- We'll provide you with a brief survey to collect data from families that attend programs and workshops.
- We may request that you provide us with a case study describing your activities that we will publish on the California Library Literacy Services website.

In addition, we encourage you to participate in the family literacy-themed training opportunities that will be provided by the California State Library, and to share your challenges and successes with our regional networks.

Respectfully yours,

Greg Lucas
California State Librarian

cc: Shanti Bhaskaran, sbhaskaran@santaclaraca.gov
Hilary Keith, hkeith@santaclaraca.gov

Enc.: Claim Form

PLEASE COMPLETE AND RETURN THIS PAGE

Claim Form**State of California
California Library Literacy and English Acquisition Services (CLLS)****California Education Code; Section 18880-18883
Budget Citation Chapter 29 – Budget Item 6120-213-0001**

Fiscal Year: 2018-2019		
Reporting Structure: 61202000	COA: 5432000;	Approp. Ref: 213
Purchasing Authority Number: CSL-6120	Category: 84121600	Program #: 5312

FOR PAYMENT OF CALIFORNIA LIBRARY LITERACY SERVICES GRANTAmount Claimed – Final Installment - **\$25,000****Santa Clara City Library**

claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18883 of the California Education Code.

Warrant to be issued for payment to the library to be addressed to:

***Santa Clara Public Library, 2635 Homestead Rd, Santa Clara, CA 95051-5322**

(Authorized agency to receive, disburse and account for CLLS funds)

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in their CLLS application and in Sections 18880-18883 of the California Education Code.

Official Representative or Fiscal Agent (Signature Required)_____
Title

MAIL ONE ORIGINAL SIGNATURE TO:
**California State Library
Fiscal Office – CLLS
P. O. Box 942837
Sacramento, CA 94237-0001**

State Library Local Assistance Office Use Only

STATE OF CALIFORNIA, State Library Fiscal Office

By _____
State Library Representative

Approval by State:

CLLS \$ _____

Date: _____

*The warrant address must match that on file in Fi\$Cal. If you need to change the authorized library name and/or address, please contact Colette Moody, CSL Fiscal Office.
(Colette.Moody@library.ca.gov)