# Office of Library Information Services

# ARPA Project Grant 2022: Final Report

## Instructions

* Parts 1-5: Enter information requested in each section; Part 5 includes optional questions, but any information you can provide is helpful in describing the impact of your project.
* Part 6: The Library/Organization Director must sign and date the report.
* Submit the final report electronically by September 23, 2022 to grants@olis.ri.gov

## Part 1: Project Information

|  |  |
| --- | --- |
| Project Number: |       |
| Project Title: |       |
| Library/Organization Name: |       |
| Project Director: |       |
| Project Director Phone Number: |       |
| Project Director Email: |       |
| Project Start Date:  | Click or tap to enter a date. | Project End Date: | Click or tap to enter a date. |

## Part 2: Project Expenditures

List grant funds expended and any matching funds. Expenditures will be described in the next section. Please report any shipping expenses under “other.”

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | **LORI Grant** | **Match** | **Total** |
| Supplies/Materials |       |       |       |
| Equipment/Software |       |       |       |
| Services |       |       |       |
| Consultants |       |       |       |
| Other Costs |       |       |       |
| **Total Expenditures** |       |       |       |

## Part 3: Project Expenditures Descriptions

Describe items or services listed in Part 2. Descriptions should be high level but detailed enough to indicate what was purchased. Specific cost expenditures (dollar amounts) do not need to be itemized below, except for any single item costing more than $5,000 and any shipping costs reported under “other costs”. Include names of consultants (individual or company); educators, presenters, or speakers should be included under Services with individual names or company provided.

|  |  |
| --- | --- |
| Supplies/Materials | Click or tap here to enter text. |
| Equipment/Software | Click or tap here to enter text. |
| Services | Click or tap here to enter text. |
| Consultants | Click or tap here to enter text. |
| Other Costs | Click or tap here to enter text. |

## Part 4: Project Report

The narrative should stand on its own and not require the reader to look at additional documentation, the grant application, or have prior knowledge of the project. Provide comprehensive, yet succinct, answers to all questions. Type your narratives in the space provided after each numbered section of the project report. Write the report in the third person with a professional tone, i.e., use “the library” rather than “we” to indicate who did what (e.g., The West Succotash Library offered six workshops).

1. Describe the project purpose and target audience. Limit the description to 90-160 words.

Click or tap here to enter text.

1. Describe the activities completed to fulfill the project purpose. Indicate if the activities were successful, or not, and why. Limit the description of each activity to 90-160 words. Examples of activities include programs (you may combine programs that serve similar audiences or multiple sessions of one program into one activity), collection development and circulation, outreach efforts and events, and content creation.

Click or tap here to enter text.

1. Please describe how this project specifically addressed COVID-19 pandemic response and recovery in your community.

Click or tap here to enter text.

1. List the project partners and briefly describe their roles, including the ways in which their participation contributed to the project. (if applicable)

Click or tap here to enter text.

1. Describe who benefited from the project. Beneficiaries include those who used, visited, participated, or otherwise experienced a project activity. Please specify, as applies, the age group and any socio-economic characteristics of the beneficiaries (urban, low income, unemployed, limited functional literacy/informational skills, ethnic/minority population, disabilities, etc.).

Click or tap here to enter text.

1. List project outputs. (select those outputs applicable to your project)

|  |  |
| --- | --- |
| Number of persons served:  | Click or tap here to enter text. |
| Number of in-person programs offered (include total, as well as breakdown by age or other demographic if applicable):  | Click or tap here to enter text. |
| Number of virtual programs offered (virtual programs occur live or are recordings that are scheduled to stream/be released at a predetermined time):  | Click or tap here to enter text. |
| Average duration of in-person and virtual programs: | Click or tap here to enter text. |
| Average attendance of in-person and virtual programs (attendance for virtual programs includes live attendance and the views within the first 24 hrs. of a recording of a virtual program): | Click or tap here to enter text. |
| Number of recordings created to support programming (includes recordings of a live virtual program after 24 hrs. or a recording of a program that was not scheduled to stream/be released at a predetermined time and was readily available to viewers): | Click or tap here to enter text. |
| Average number of views of recordings:  | Click or tap here to enter text. |
| If collection materials were acquired (can include books, AV materials, digital materials, and items for circulating kits): |  |
| Total number of physical materials acquired:  | Click or tap here to enter text. |
| Number of checkouts: | Click or tap here to enter text. |
| Total number of digital materials acquired:  | Click or tap here to enter text. |
| Number of checkouts:  | Click or tap here to enter text. |
| Description of materials acquired:  | Click or tap here to enter text. |
|  |  |
| If content was created (other than recordings): | Click or tap here to enter text. |
| Number of items created: | Click or tap here to enter text. |
| Description of content created: | Click or tap here to enter text. |
| If there are outputs not otherwise captured, please describe: | Click or tap here to enter text. |

1. Describe the project’s outcomes and how they were measured. How did the project affect its target audience(s)? Also include any unexpected benefits.

Click or tap here to enter text.

9. If the project utilized an evaluation form for any activities, share the responses. List the activity evaluated, the number of evaluation forms completed and enumerate the responses to each question.

 Click or tap here to enter text.

1. If project activities, outputs or outcomes different from those proposed in the application, please explain.

Click or tap here to enter text.

1. Does the library/organization have any plans for future library programs or services based on this project?

[ ]  Yes [ ]  No [ ]  Not Sure

If yes, please describe.
Click or tap here to enter text.

1. List links to any online project content produced including promotional/marketing material created by the library and/or news stories written about the project. You may also send attachments of virtual content when you submit your report.

## Part 5: Optional Questions

Please provide any additional information you would like to share about your project. This section is optional, but any information you provide is helpful in documenting your project.

1. List any anecdotal information about the project. Anecdotal information can include verbal or written comments, observations, or feedback from participants or beneficiaries of the project.

Click or tap here to enter text.

1. Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project.

Click or tap here to enter text.

1. Describe any other results not covered.

Click or tap here to enter text.

## Part 6: Certification

I certify that the information contained within this report is accurate and that grant funds were expended as described.

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. |  | Click or tap to enter a date. |
| Library Director |  | Date |