# Office of Library Information Services

# LORI Grant 2021: 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 October 15, 2021 to grants@olis.ri.gov

## Part 1: Project Information

|  |  |
| --- | --- |
| Project Number: |       |
| Project Title: |       |
| Library/Organization Name: |       |
| DUNS Number: |       |
| Project Director: |       |
| Project Director Phone Number: |       |
| Project Director Email: |       |
| Project Start Date: | Enter start date. | Project End Date: | Enter end date. |

## Part 2: Project Expenditures

List grant funds expended and any matching funds. Expenditures will be described in the next section.

|  |  |  |  |
| --- | --- | --- | --- |
| **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. 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 the 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.

Click or tap here to enter text.

1. If COVID-19 changed or affected the project’s purpose, approach or results, please describe.

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 (total): | Click or tap here to enter text. |
| Number of in-person programs offered: | 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 (for recordings made available via Facebook report one-minute views, for other platforms report unique views): | Click or tap here to enter text. |
| If library collection or other materials were acquired: |  |
| Total number of 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): |  |
| 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 other outputs not otherwise captured, please describe: | Click or tap here to enter text. |

1. If actual outputs differed from the outputs proposed in the application, please explain. (e.g., the project planned to offer 3 programs but instead offered 4 because [explain]).

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. 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.

Click or tap here to enter text.

## 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.

|  |  |  |
| --- | --- | --- |
| Type your signature. |  | Enter date. |
| Library Director |  | Date |