**LORI Grant 2019 Final Report**

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| --- | --- |
| Project Number (see grant agreement): |  |
| Project Title: |  |
| Library Name: |  |
| DUNS Number: |  |
| Project Director: |  |
| Project Director Phone Number: |  |
| Project Director Email: |  |
| Project Partners (list all applicable): |  |
| Project Fiscal Agent (if applicable): |  |
| Funds Expended: | $0.00 |
| Cash Match (if any): | $0.00 |
| Unobligated Balance: | $0.00 |
| Total Cost: | $0.00 |
| Number of Persons Served (total): |  |
| Project Start Date: |  |
| Project End Date: |  |

I certify that the attached report documents are accurate in accordance with the contractual agreement covering the Library of Rhode Island Grant project named above.

|  |  |  |
| --- | --- | --- |
| Library/Consortium Director |  | Date |

# Instructions

* Complete and sign the form on page one and then write a narrative for each of the numbered statements below. The narrative should stand on its own and not require the reader to look at additional documentation or the grant application. Provide comprehensive, yet succinct, answers to all applicable questions. Type your narratives in the space provided after each numbered section of the project report.
* Write the report in the third person, i.e., use “the library” rather than “we” to indicate who did what (e.g., The West Succotash Library offered six workshops).
* When writing the report, refer to the LORI Grant application that the library submitted and refer to the [Definitions of Terms](http://www.olis.ri.gov/grants/lori/2019/instructions2019.pdf) (Appendix I of the LORI Grant Application Instructions and Process). Use the Evaluation Guidelines for additional definitions and the information you recorded on the Evaluation Tracker. Use terms correctly (e.g., a program and a performance are different).
* List links to all online project content at the end of the report.
* Include photographs, copies of publicity, news stories, and other documentation produced about the project even if you have previously submitted such content to OLIS. Submit photographs in the jpeg file format; submit other public relations materials as PDFs.
* Use the Final Budget Report form provided to include details about the budget categories listed on the cover page.
* Submit the final report and all accompanying materials electronically by September 30, 2019 to Karen Andrews [Karen.Andrews@olis.ri.gov](mailto:Karen.Andrews@olis.ri.gov)

# Project Report

1. Write a clear and concise abstract describing the overall project, stating the goal, approach and outcome. Limit the abstract to 90-160 words.

1. Describe how the project purpose was fulfilled and use examples to illustrate. How was the project’s success, or lack of it, measured? If there were stumbling blocks, describe how the library met the challenges.

1. Describe the project partner’s roles, including the ways in which their participation contributed to the project. (if applicable)

1. Describe project activities and the methods used and state if they were successful or not and why. Limit the description of each activity to 90-160 words.

1. Enumerate the project outputs, including an analysis of actual outputs compared to anticipated outputs (e.g., the project planned to offer 3 programs but instead offered 4 because (explain)).

1. Describe the project outcomes. How did the project affect its target audiences? If the project did not have the intended effect, describe why it did not. Also include any unexpected benefits.

1. Describe the impact of project activities or content produced. If there were programs, provide meaningful examples of audience response during or after the programs. If the project’s participants produced digital content (e.g., a video) or other products (e.g., 3D printed objects) and there was an exhibit or presentation, provide examples of how attendees responded to the content. Include direct quotes when possible.

1. Provide any additional anecdotal information about the project. Anecdotal information can include verbal or written comments made by participants or observations made by project staff (e.g., children appeared eager to participate in hands-on programs).

1. Describe who benefitted from the project.

Indicate the following:

* + 1. Was it a targeted group or for the general population?
    2. If it was a targeted group, include the following information: geographic community; age group(s) or all ages, economic situation (unemployed, low income), ethnic or minority population, families, intergenerational groups, immigrants or refugees, people with disabilities, people with limited functional literacy or informational skills, or any additional category not listed.

1. If the project utilized a survey, enumerate the individual responses for each question under the name of the activity or program evaluated. If respondents skip questions, count each question skipped as “no response.” The total number of responses must be equal to the total number of questionnaires completed.

1. Briefly describe any plans for future library programs or services based on this project and the importance of this project’s outcomes and findings on future plans.

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

1. Describe any other results. (Optional)

1. List links to online project content.