

OREGON STATE LIBRARY

Library Services and Technology Act Final Grant Activity Report

General Instructions

This form reports on the overall grant results. This report will be shared with the Institute of Museum and Library Services for use in their meetings with Congress and other national level policy makers. It will be posted on the Oregon State Library's web pages as a reference for other grant-seekers. Write for a general audience and omit jargon. Spell out acronyms and initialisms the first time they are used.

The form emphasizes outcomes-based evaluation; the degree to which the project accomplished its intended change in knowledge, skills, or abilities of its target audience. This was set out by its goal and set of measurable objectives in the grant proposal.

The report will be due in according to your grant contract. Completed reports should be attached as a Word document and emailed to ferol.weyand@state.or.us or mailed to Library Support and Development Services, Oregon State Library, 250 Winter St. NE, Salem, Oregon 97301-3950.

For assistance in completing the Final Grant Activity Report, please contact the Federal Programs Coordinator at the State Library (503-378-5027). Call early, call often!

Line-By-Line Instructions

LSTA Contract Number

Fill in the LSTA contract number as documented in the upper right hand corner of the first page of the grant contract.

Grantee

Fill in the name of the organization that had the legal standing to sign the grant contract.

Project Title

Fill in the grant project title as documented in the grant contract.

Submitted By

List the person we should contact if we have any questions about the report.

1. *Project Purpose (90-140 words)*

Succinctly state the intention of the project. What was the goal of the project, or the change the project tried to make? The project intended to do what, for whom, and for what purpose?

2. *Project Activities / Methods (limit 250 words)*

Describe how the project was carried out. What did you do? For example, how were workshops conducted? How was a service promoted? How were digital images from a historical collection captured, cataloged and made accessible? Include mention of how grant funds were used.

LSTA Final Grant Activity Report Instructions

3. Project Outputs

3a. Output Summary Table



Copy figures from quarterly reports and add in the last quarter's numbers. Double Click on the table to make it active. Click once anywhere on the document to close the table. On the right hand side of the "home" tab in Word, you will see buttons as in the graphic above to help delete or add rows to this table. Please have a row for each type of output you were going to measure, e.g. cards issued, program attendees, classes offered, contests run, etc. The IMLS requires the Number of Persons Served.

3b. Project Outputs Narrative (limit 250 words)

Outputs should be recorded as a result of activities that meet the project objectives. Objectives should be taken from the grant application. Enter measures of services or products provided. What did you buy? How many? What type? How many programs did you do with how many attendees? How many titles/pages were digitized? How many trainings were done? How many lessons designed? Etc.

4. Project Outcomes (limit 250 words inclusive of parts a-c)

4a. Desired change in knowledge, skills or abilities of grant participants

Refer back to the goal in section 1. Project outcomes are a change in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about by experiencing the project. What change was intended? Who benefited?

4b. Methodology(ies) of measuring used

Please include a description of the ways outcome information was gathered from the project's target audience, such as through a survey, pre- and post-tests given in training, or other systematic measures of intended outcomes.

4c. Results and Interpretation

What were the results of the information gathered? What did the project accomplish? What is the interpretation of output data?

5. Other Results (optional- limit 200 words)

Include any results not described in project outputs or outcomes above. These might include unintended outcomes. It may also include awards won, new partners attracted, other grants leveraged, etc.

6. What plans, if any, have you made for follow-up or continuation of this project? (optional- limit 200 words)

If this project is to be continued, please specify those areas started with grant funds that will be continued and to what extent. How will continuing funding be provided?

LSTA Final Grant Activity Report Instructions

7. *What were the significant lessons learned in the course of the project that others considering a similar project should know? (optional – limit 250 words)*

What did challenges did you discover that caused the project to potentially change activities, objectives or budget and how did you overcome them? Would you have any advice for a future grantee doing such a project? What do you wish you had done if you knew then what you know now? Do you see any possible best practices arising from your experience with this grant?

8. *Anecdotal Information*

List stories, reports of comments, feedback, and observations about how people used the products or services, especially how they benefited from them. *(optional – limit 250 words maximum)*