

# APPENDIX G

<p style="text-align: center;"><b>MID-YEAR PROGRESS REPORT</b> <b>LSTA GRANTS 2015 – 2016</b> Due: March 2, 2016</p>
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**Project Title** \_\_\_\_\_

**Project # -** \_\_\_\_\_ **Date** \_\_\_\_\_

**Person Completing Report** \_\_\_\_\_

This Mid-year Report will be 4-6 pages plus your budget update page. You may use bullet-points to note the progress that has been made since you started your project. Begin by briefly noting any changes in your original project, then list project activities undertaken to date, and include any outputs, anecdotes, or known benefits.

On the last page you will complete a budget summary. On the left side, fill in your project budget as approved by the State Library. On the right side, you will fill in your expenditures to date.

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### **Changes in original project**

(List any changes in your project that differ from the original grant application. Include a brief explanation as to why the changes have been or will be implemented. If applicable, include what affect this will have on your budget.)

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### **Project activities**

(List project activities completed since the beginning of the project. Refer to your original grant application and note if your project is following the timeline you originally submitted. Please note any adjustments to the timeline and/or activities.)

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### **Project outputs**

(Measures of products, activities, or services provided to date, such as number of borrowers, materials purchased, photos digitized, or workshop participants. What outputs did you list in your grant application? Are these still applicable or do they need to be refined?)

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### **Anecdotal results**

(Stories, comments, feedback, or other non-measurable results from the project to date. Are you using any informal evaluation methods to gauge your progress or success?)



