APPENDIX H

FINAL REPORT
FY 2015 – 2016 LSTA GRANTS

Due into the Oklahoma Department of Libraries by October 1, 2016

Project # - _____ **Date** _____

Project Title: _____

Person Completing Report: _____

☐ Fiscal Agent ☐ Project Director ☐ Other

Library Name: _____

_____ _____
Mailing Address **City/CO/ZIP**

_____ _____
Email **Phone**

_____ _____
Project Director *(please print or type)* **Phone**

_____ _____
Signature of Project Director **Email**

PART I

1. **Number of persons served by the project to date:** _____ *(Best guess is OK. Can't be just the total pop. of city, library district, or state)*

2. **State Goal (check one):**

    ☐1—General health activities/instruction
    ☐2—Programs/activities that address obesity/physical inactivity
    ☐3—Programs/activities that address hypertension (high blood pressure) and/or diabetes
    ☐4—Programs that address healthier food choices
    5 Other: _____

3. **Intents (intended outcomes):**

Select all that apply. Subject list included under #10.

Lifelong Learning
☐Improve users' formal education

    Subjects: _____

☐Improve users' general knowledge and skills

    Subjects: _____

Information Access
☐ Improve users' ability to discover information

    Subjects: _____
☐ Improve users' ability to obtain information resources

    Subjects: _____

Institutional Capacity
☐ Enhance library's workforce

    Subjects: _____
☐ Improve library's physical and technology infrastructure

    Subjects: _____
☐ Improve library's operations

    Subjects: _____

Economic and Employment Development
☐ Improve users' ability to use resources and apply information for employment support

    Subjects: _____
☐ Improve users' ability to use and apply business resources

Subjects: _____

Human Services

☐ Improve users' ability to apply information that furthers their personal, family or household finances

Subjects: _____

☐ Improve users' abilty to apply information that further their personal or family health and wellness

Subjects: _____

☐ Improve users' abilty to apply information that further their parenting and family skills

Subjects: _____

Civic Engagement

☐ Improve users' ability to converse in community conversations around topics of concern
Subjects: _____

4. Subjects:

Select up to two subjects per intent and insert above

Arts, Culture and Humanities
Business and Finance
       Employment
       Personal Finance
       Small Business
Civic Affairs
       Government
       Community Concerns
Education
       After-school activities
       Curriculum support
Environment
Health and Wellness
       Personal/Family health and wellness
       Parenting and Family skills
History
Languages
Literacy
       Adult Literacy
       Early Literacy
       Reading Program
       Summer Reading Program
Digital Literacy
Science, Technology, Engineering, and Math (STEM)
Library Infrastructure and Capacity
       Broadband adoption
       Buildings and Facilities
       Certification
       Collection Development and Management
       Disaster Preparedness
       Programming and Event Planning
       Research and Statistics
       Outreach and Partnerships

Systems and Technologies

Other Subjects: Please insert additional subject(s) _____

PART II

- Describe the project's purpose, activities, outputs, outcomes, and other results that can be reported to date.

- Narrative in <u>each field</u> is limited to no more than **2,000 characters** – about 1 page in 12pt font. Summaries and bullets are OK as long as the summary conveys adequate detail.

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1. Project Abstract (2,000 characters max. 12 pt font)
(May be summarized from the original proposal's general overview)

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2. Project Activities (2,000 characters max. 12 pt font)
(List project activities completed since the beginning of the project. Refer to your original grant application and note if your project followed the timeline you originally submitted. Please note any adjustments to the timeline and/or activities.)

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3. Project outputs (2,000 characters max. 12 pt font)
(Measures of products, activities, or services provided, such as number of borrowers, materials purchased, photos digitized, or workshop participants. What outputs did you list in your grant application?)

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4. Project outcomes (2,000 characters max. 12 pt font)
(The achievements, changes, improvements or increases in knowledge, skills, behaviors, status, attitudes, or life condition of the targeted audience. <u>How has the project benefited the end user</u>?)

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5. Other results (2,000 characters max. 12 pt font)
(Items that don't fit into outputs or outcomes may be included here)

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6. Anecdotal results (2,000 characters max. 12 pt font)
(Stories, comments, feedback, or other non-measurable results about the project,)

BUDGET SUMMARY

CATEGORY APPROVED AND AWARDED	GRANT AWARD	INDIRECT COSTS	TOTAL	LSTA MONEY SPENT	INDIRECT COSTS	TOTAL
Personnel						
Salaries						
Benefits						
Consultant Fees						
Services						
Operating						
Advertising						
Telephone/Data						
Supplies						
Photocopying & Printing						
Postage & Shipping						
Travel						
Food						
Books						
Project Evaluation						
Technology						
Computer Equipment						
Computer Accessories						
Other equipment						
Software						
Capital Expenditures						
Furniture						
Equipment >$5,000						
TOTAL						