

CALIFORNIA STATE LIBRARY - LIBRARY SERVICES AND TECHNOLOGY ACT - MID PROJECT PROGRAM NARRATIVE REPORT

GRANT INFORMATION

Library/Institution *

Project Title *

Grant Award Number *

Project Director

Project Director Full Name *

Project Director Title *

Library/Institution Address *

Address Line 2

City *

State *

Zip Code *

Project Director Telephone Number *

Project Director Email Address *

Library Director

Library Director Name *

Library Director Email Address *

Grant Monitor

Grant Monitor Full Name *

Grant Monitor Email Address *

PROJECT ABSTRACT

PROJECT ABSTRACT Enter a brief narrative description of the project. This is similar to the Project Purpose statement in your grant application. (What are you doing, for whom, and for what benefit?) 160 word maximum.

Project Abstract *

PROJECT ACTIVITIES AND METHODS

What have you accomplished so far in the project? What steps have been completed? What steps are currently in process? *

Are you on schedule according to your application timeline? *

- Yes
- No

Please explain why the project is not on schedule. *

PROJECT OUTPUTS

Have you started measuring outputs for the project? *

Yes

No

What project outputs have been generated by the project to date? Do they align with the anticipated outputs in your grant application? If not, why not? Have you had any unanticipated outcomes? If yes, what are they and why do you think they have occurred? *

When do you plan on starting to measure outputs for this project? *

PROJECT OUTCOMES

What outcome tools have been developed, or will be developed, for your project? Choose all that apply. *

- Survey
- Review of Administrative Data
- Interview/Focus Group
- Participant Observation
- Tests
- Other (describe)

Have you started measuring the outcomes for the project? *

- Yes
- No

What outcomes have been noted? Do they align with the anticipated outcomes in your grant application? If not, why not? *

When do you plan on starting to measure outcomes for this project? *

BUDGET

Are your budget expenditures/encumbrances on schedule to be fully expended by the project end date? *

Yes

No

Please explain why your budget expenditures or encumbrances are not on schedule to be fully expended by project end date? What are you doing to address this issue? *

PROBLEMS/CONCERNS

State any problems or concerns you have encountered with the project so far? What are you doing to allay these problems or concerns?

SUBMITTAL INFORMATION

Complete the section below with information about the individual filling out the online report.

Submitter Full Name *

Submitter Phone Number *

Submitter Email Address *

CERTIFICATION

Library/Institution Director Full Name *

Library/Institution Director Title *

Date *

Do you certify that all the information provided herein is accurate to the best of your knowledge? NOTE: When submitting print version of report as noted below, Library/Institution director should sign in the box to the right. *

Yes

No

SUBMITTAL INSTRUCTIONS

1. The report is due on the date listed in the LSTA Grant Guide for this project. Follow this link to view the Grant Guide <http://www.library.ca.gov/grants/lsta/manage.html> 2. After you have completed entering your responses, and checked your work, click the SUBMIT button to send the report to the State Library. An immediate acknowledgement of your submittal will appear. Emails with a PDF of the report attached will be sent to the person who is listed as the submitter of the report, to the grant monitor, the project director and the library director. 3.

When you receive the email, please print one copy of the PDF, have the Library Director sign it in blue ink in the box to the right of the certification statement on the form, and mail the original and ONE additional copy as noted below: By Mail: California State Library P.O. Box 942837-0001 Sacramento, CA 94237-0001 Attention: Fiscal Office-LSTA By Non-USPS Delivery: California State Library 900 N Street Sacramento, CA 95814 Attention: Fiscal Office-LSTA