

OREGON STATE LIBRARY

Library Services and Technology Act Grant Activities Report Instructions

General Instructions

The Grant Activities Report form is designed to satisfy the contractual narrative reporting requirements for LSTA grants in Oregon. The information provided by subgrantees on the quarterly report forms will constitute a permanent record of the grant project that will be made available to other libraries/agencies that might be contemplating similar projects in future years.

The reporting form is designed to allow subgrantees to provide a quarterly summary of their activities and results to date. The form emphasizes the evaluation of the project in terms of the degree to which the project accomplishes a set of predetermined, measurable objectives, as indicated in the grant proposal.

The reports will be due in accordance with paragraph N. of your grant contract. Reports are required even if there was no activity on the grant. Indicate that there was no progress for the quarter in sections 2 and 3. The Grant Activities Reports are to be prepared by the Project Manager, as designated in the grant application. Completed reports should be mailed or emailed to the following address: Library Development Services, Oregon State Library, 250 Winter St. NE, Salem, Oregon 97301-3950, email is mary.l.mayberry@state.or.us.

For assistance in completing the Grant Activities Report, please contact the Federal Programs Coordinator at the State Library (503-378-5027).

Line-By-Line Instructions

1. *Summarize the overall purpose of the grant project*

State the overall purpose and goal of the project clearly and succinctly. You may extract this from your grant application if you wish. This item can remain unchanged throughout the reporting cycle.

2. *Summarize the project results to date*

Briefly summarize the project accomplishments to date. The final report should provide a summary of project results for the entire year. Please track the outputs indicated in the grant proposal and report them in the table provided. Not all items on the summary statistics table may apply. Please use those that do fit the project and modify the table to indicate outputs as needed. In the narrative portion, indicate any special circumstances which affected progress toward project objectives, either positively or negatively.

3. *Report on specific project objectives and results to date*

List the specific measurable objectives for your project in the space indicated in the heading tables in section 3. Copy the heading table as needed for each objective. Quantitative objectives are preferred, but non-quantitative objectives (e. g., date-bound objectives) may also be utilized. Objectives should be taken from the grant application, and no substantive objectives included in the application should be omitted.

For each objective listed, please indicate the specific results or % of progress to date for that objective. Then, for each objective, provide a brief activity summary, describing important activities relating to the given objective, including circumstances which affected the

LSTA Grant Activities Report Instructions

achievement of project objectives. For the final report, if progress on project objectives is significantly under or over what was expected, the activity summary should provide an explanation of why this was the case.

4. *Significant developments*

In this section, please indicate any significant activities, accomplishments, or occurrences during the reporting period which are not covered adequately in the preceding three sections. These may include important adjustments in project plans from those described in the grant application, significant problems that might have been encountered during the reporting period, important publicity and media contacts that were made during the reporting period, and any progress that may have been made in securing long-term support of the grant project (if applicable). Any other information important to understanding the project results should be reported in this section. In the final report, this section should provide a summary of all significant developments during the project year.