

OREGON STATE LIBRARY

Library Services and Technology Act Grant Activity Report Instructions

General Instructions

This is the activity report while the grant is active. Note that the final grant quarter and the overall grant results will be reported on the Final Grant Activity Report form. 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 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. 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 Grant Activities Report, please contact the Federal Programs Coordinator at the State Library (503-378-5027).

Line-By-Line Instructions

Quarter of Report

Check the applicable box for which quarter the report is covering. The final report should not be filled out until all expenditures against the grant have been made. These final expenditures should be completed as soon as possible for materials or services that were ordered or contracted before the grant expired.

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.

LSTA Grant Activities Report 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 so there is one 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 achievement of project objectives. For the final report, if progress on project objectives is significantly under or over what was expected, the outputs narrative should provide an explanation of why this was the case.

4. *Other Results*

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).