

# Bernard Carl and Shirley Rosen Library Fund

# Final Report Guidelines

* **Interim/Final Report (due December 31, 2013)**
* Submit a brief narrative describing the progress of your project. Include a comparison of expenses incurred by the date of the progress report vs. the original budget.
* Include the following 3 sections in your report:

## SECTION A

Name and Address of Grantee Library:

Library Director:

Project Name:

Grant Amount:

Contact person:

Email:

Phone:

Your title

### SECTION B

Please compare your original budget with actual figures. Explain any variations from original budget.

SECTION C

1. Review your original plans. Please include:
	1. Discuss the extent to which your original objectives were met.
	2. Explain any significant differences between your original plan and the final outcome.
2. Discuss the impact your program has had (including the number of people affected). Please include evaluated results of your program.
3. Lessons Learned: What have you learned, e.g. about effective program strategies, realistic outcomes, on-going value of the project.
4. If applicable, summarize your current plans for the project’s future. Please include programming envisioned, financial support envisioned, and your ability to secure necessary support in the future.
5. Please provide any additional feedback on how this grant cycle could be more effective to:
* To promote genuine intellectual curiosity and a lifelong love of reading and learning in youth
* To promote greater and easier access by youth to local libraries

Note: Failure to submit these reports by their due dates may affect your library’s eligibility to receive future grants.