

# Bernard Carl and Shirley Rosen Library Fund

# Final Report Guidelines

# Interim/Final Report Guidelines

* **Interim Report (due December 31, 2014)**
* **Final Report (due August 26, 2015)**

*The Community Foundation of Tompkins County is pleased to have made a grant to your library and looks forward to receiving a summary of your project’s progress. This information is valuable in helping the foundation learn about the grant’s effectiveness and is used in guiding future community investments.*

## SECTION A

Name of Library:

Library Address:

Library Director:

Project/Program Name:

Grant Amount:

Contact Person:

Contact Person Title:

Email:

Phone:

# Report of Grant Activities

1. Provide a two sentence summary of how grant funds were used:
2. **Objectives/Outcomes** (Use as much space as needed to answer the following questions).
3. What was your goal for this project/program (from your initial application)?
4. Did you achieve the objectives listed in the original application? Please explain.
5. How did you measure your success in relation to your objectives?
6. What were your project/program outcomes? Did these differ from your original proposal? Please explain.
7. Based on the project/program outcomes, do you feel that the project/program was successful? Please explain.
8. What have you learned (e.g. about effective program strategies, realistic outcomes, on-going value of the project, benefits vs. challenges)?
9. If you were to repeat this project, what would you do differently?
10. If this is your final report, was the entire grant amount used?

 Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

If no, please return the unused funds to the Community Foundation of Tompkins County within 60 days of this final report. Expected date of the return of unused funds:\_\_\_\_\_\_\_\_\_\_

1. Is this an ongoing program or activity? Yes \_\_\_\_\_ No\_\_\_\_\_

If yes, how will funding be secured for continuation?

1. 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
1. How was the Community Foundation of Tompkins County publicized?

*(Please attach copies of press releases, printed materials, posters, printed programs, etc. or give information about television or radio interviews)*

1. Media Tools: Please email 1-4 digital photographs of the project to: info@cftompkins.org If unavailable, please explain:

***#3* Program/Project Budget Sheet**

Use this Financial Report form to compare your original budget with actual figures. Please explain any variations from your original budget.

#### REVENUE

|  |  |
| --- | --- |
|  | **Total Anticipated Support/Revenue** |
| Amount received in this grant: |  |
| 1. Government (grants, contracts)
 |  |
| * 1. City
 |  |
| * 1. County
 |  |
| * 1. State
 |  |
| * 1. Federal
 |  |
| * 1. School & Tax District
 |  |
| 1. United Way
 |  |
| 1. Membership
 |  |
| 1. Program Service Fees
 |  |
| 1. Other (Please Specify)
 |  |
| **Total Support/Revenue** |  |

#### EXPENSES

|  |  |  |
| --- | --- | --- |
|  | **Total Expenses of Project/Program** | **Expenses Covered By Requested Grant** |
| 1. Professional Salaries
 |  |  |
| 1. Support Staff Salaries
 |  |  |
| 1. Employee Benefits
 |  |  |
| 1. Purchased Services (inc. contracted services)
 |  |  |
| 1. *Collection Expenditures*:
 |  |  |
| * 1. Print (books, magazines, newspapers, graphic novels)
 |  |  |
| * 1. electronic (downloadable titles, databases)
 |  |  |
| * 1. other (audio books, playaways, etc.)
 |  |  |
| 1. Telecommunications (i.e. phone, fax, etc.)
 |  |  |
| 1. Supplies & Materials
 |  |  |
| 1. Indirect Cost
 |  |  |
| 1. Travel and meetings
 |  |  |
| 1. Equipment
 |  |  |
| 1. Miscellaneous expenses (describe)
 |  |  |
| **Total Expenses** |  |  |

|  |  |
| --- | --- |
| **Surplus (Deficit)** |  |

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