

State Library of North Carolina
Library Services & Technology Act
2011-2012 Grant Projects
Narrative Report

*Denotes Required Field

Grant Program*

Project Title (if any)

Institution/Library Name*

Project Manager:*

Last Name, First Name

Phone*

ext.

E-Mail*

Number of Persons Served*

(The number of persons who used or benefited DIRECTLY from the services under the project; each person should be counted only once even though he/she may have used the service several times. This is not the total population of the service area or the potential population to be reached.)

1. Project Purpose*

Succinctly describe what you **intended** to do (implement, create, accomplish), for whom (i.e., target audience), and for what **expected** outcome or benefit. [You will report **actual** activities and results in #4 - #8 below.]

Maximum length: 2000 characters, including spaces.

2. Primary users: list the main beneficiaries of your project.
(You may select up to 3)

Adults
Children
Library staff & volunteers
Non / Limited English speakers
People with special needs (includes children)
Pre-school children
Public library trustees
Rural populations
Senior citizens
Statewide public
Urban populations
Young adults and teens
Other (specify):

3. Primary Services: list the main kind of service(s) provided by your project.
(You may select up to 3)

Continuing education for the public
Cultural heritage programs
Digitization & digital library projects
Economic development
Education-related services for children/teens
Intergenerational programs
Information access and services
Interlibrary loan
Library development (e.g. planning, marketing)
Literacy programs
Mobile services
Outreach services
Software and equipment
Staff development education/training
Technology infrastructure
Training for the public
Virtual library services
Other (specify):

4. Project Activities/Methods*

Explain how the grant and any matching funds were spent. Describe the methods and activities used to carry out the project.

Maximum length: 4000 characters, including spaces.

5. Project Outputs*

Provide measures of project or program (e.g., number of participants who completed a workshop, number of objects digitized). Report the extent to which you achieved project targets, and compare to pre-project numbers where applicable to show the degree of change. Maximum length: 4000 characters, including spaces.

6. Project Outcomes

These are changes in the target audience's skills, knowledge, behavior, attitude, status or life condition brought about by experiencing this project. include a description of the ways the outcome information was gathered, such as through surveys, pre- and post-tests, or other systematic measures of intended outcomes. Outcomes should be reported here only if they were measured in a systematic way.

Maximum length: 4000 characters, including spaces.

Note: not all projects will have outcomes to report.

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7. Other Results

Describe any results not documented in Project Outputs or Project Outcomes, e.g., unexpected benefits, spin-off projects, etc. Also include any lessons learned, any especially successful aspects, and any recommendations for others interested in similar projects.

Maximum length: 4000 characters, including spaces.

8. Anecdotal Information

Provide stories, comments, feedback, and observations about how people used the products or services of the project, especially how they benefited from them. The information reported in this section is informal in nature, whereas the information reported under Project Outputs and Project Outcomes comes from specific counts or measures.

Maximum length: 4000 characters, including spaces.

"Save" to save your work and complete it at a later time.

"Submit" to send a completed report to the State Library.

"Clear Form" to erase all entries and start over.