**MINI-GRANT**

**FINAL REPORT**

**COVER SHEET and NARRATIVE**

**LIBRARY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM CONTACT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMAIL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PHONE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM DATES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***INSTRUCTIONS:*** *This report is due no later than 30 days after the completion of your funded project. Please note, along with this form you should also include any supplemental materials from your project, including flyers, programs and photos.*

***SAVE*** *this form on your computer and complete the questions on this cover sheet. Answer each question completely within the word limit. SAVE your document with your 3-digit library code, i.e. MONminigrant as a PDF document. Email your report as an attachment to* [*pbrigham@wlsmail.org*](mailto:pbrigham@wlsmail.org) *with the subject line: RE: MINI Grant Final Report 2016 and your library name.*

**NUMBER OF TOTAL PARTICIPANTS DIRECTLY ENGAGED IN THE FUNDED PROGRAM:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NUMBER OF PATRONS INDIRECTLY ENGAGED IN PROGRAM:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(This would include parents and patrons who attended any culminating event or patrons attending an exhibit associated with the funded project. Make a best effort estimate – ultimately, we want to know approximately how many people were aware of your project and the project’s outcomes, including an approximate number of people who were made aware of the program through library outreach (newsletters, posters, social media).

**DEMOGRAPHICS**: Indicate the composition of your audience in terms of gender and ethnicity. (limit 100 words)

**PROGRAM SURVERY USED/ RESULTS:** Please indicate the type of survey you used to evaluate program success and its results.

**PLEASE ANSWER THESE QUESTIONS ON A SEPARATE PAGE.**

**Use your library letterhead.**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **IMPACT:** Please describe how you met your project goals, what did the participants learn or how did the participants change as a result of your project. If you were to do the project again, what would you do differently? (Limit 500 words).

2. **OUTREACH**: Please describe your outreach/ promotion methods. How did you engage the participants in this project? Note if the project brought new patrons to the library. (Limit 300 words)

3. **SHARE your story:** Please share a success story: Tell us a personal story about how your participants were impacted by this project; was there increased interest in the activity topic evidenced by circulation, research requests, etc.; did patron engagement increase due to the project’s activity? Did this project increase community engagement in any way? (limit 500 words)

4. **COMMUNITY NEEDS**: Discuss how your funded program served local community needs. How did this program differ from your current library programming? (limit 300 words)

**5. LESSONS LEARNED**: Tell us something that you learned in the process. Is there something you would do differently? Why? (limit 300 words)

**6. PROGRAM SURVERY USED/ RESULTS:** Please indicate the type of survey you used to evaluate program success and its results. (limit 300 words)