

**Library of Michigan CARES Act Grant Program
Interim & Final Report
SAMPLE**

Interim and Final Reports are SUBMITTED ONLINE in the Grants Management System at
https://www.grantrequest.com/SID_5829?SA=AM.

Please include the following information in your report. Please answer each question fully.

Project Information

1. Grantee Name, Address, Tax ID and Grant Amount
2. Grant Administrator's Name, Phone & Email

Budget

3. List the amount of grant funds expended to date.

Description of Activities

4. Describe briefly and concisely:
 - a) what you purchased,
 - b) the amounts purchased,
 - c) what activities or services you have been able to do with the items purchased,
 - d) and the impact and/or usage of the items purchased or services done with them to date.

Impact of Activities

5. If you have any feedback from your community about the grant funded materials, please include that, such as anecdotes or comments.

Attachments

6. Upload pdfs of any handouts, brochures, etc. of the program that you would like to share.

Certification

7. Certify that the report is accurate and include the name and title of the person completing the form. Click submit to complete the form.