

Library of Michigan LSTA Public Library Services Grant Program - Final Report

SAMPLE

FINAL REPORT IS SUBMITTED ONLINE in the Grants Management System.

Please include the following information in your report. Use the headings listed in the order given. Please answer each question fully.

Project Information

1. Grantee Name
2. Grant Administrator's Name, Phone & Email

Budget

3. List final amount of grant funds expended. RECEIPTS are NOT needed in the final report.

Description of Activities

4. Describe briefly and concisely:
 - a. what you purchased,
 - b. the amounts purchased,
 - c. for what audience,
 - d. what program you are doing with that audience,
 - e. and the impact of the program to date.
 - f. Include the numbers from your evaluations using the IMLS questions - # of people evaluation given to, # of people who filled out the evaluation, #s of people who answered each option to the questions (refer to [LSTA Grant Required Evaluation Survey Questions](#))

Project Impact

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.

Submit the online version of this form with attached documentation in pdf format in the online grant site - https://www.grantrequest.com/SID_5829?SA=AM - by the last business day of September.