

California State Library
California Civil Liberties Public Education Program
Quarterly Narrative Report Instructions – FY 10/11

Reporting Schedule

Reports are required every three months during the project unless otherwise stipulated in the award letter. Reports are due at the California State Library Fiscal Office one month after the close of the quarterly period as follows:

Report	Period Covered	Due Date
1 st Quarterly Report	*7/1/11 – 9/30/11	10/31/11
2 nd Quarterly Report	10/1/11 – 12/31/11	1/31/12
3 rd Quarterly Report	1/1/12 – 3/31/12	4/30/12
Project Deliverables & Final Narrative Report (Separate Form)	See Final Narrative Report Form Instructions	7/31/12

*The grant award is effective on the date of the State Librarian's grant award later. Expenditures and activities that occur between the date of the grant award letter and prior to July 1, 2011, should be included in the first quarterly report.

It is important that reports are submitted on time. Future funding of the California Civil Liberties Public Education Program is dependent on accurate and timely program reporting, which in turn is dependent on accurate and timely reporting of your project activities.

Writing the Report

One of the purposes of project reports is to assist others who may undertake similar activities. To be of the most help, reports should honestly reflect your successes and challenges. While it's desirable to be concise, please provide sufficient detail to inform the reader who may not be familiar with your project goals.

Your narrative reports should:

- Summarize project goals, objectives, and activities that occurred during the reporting period.
- Note the status of the project compared to the approved project schedule, explaining variances.
- Describe situations that hindered project objectives and how they were handled.
- Describe the impact the project has had on the target client group.
- If a project advisory committee is in place, describe how the members have been involved and what input has been received.
- Describe how you've been successful in keeping project staff apprised of project goals.
- If your project will be ongoing, describe what has been done to obtain local financial support for it after the CCLPEP grant period ends.
- Attach quarterly statistics, examples of publications, and significant publicity about the project, as appropriate.

Reminder: Project reports are public documents.

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Submitting the Report

Send two copies of the quarterly reports (one with an original signature).

US Postal Service

California State Library
Fiscal Office – CCLPEP
PO Box 942837
Sacramento, CA 94237-0001

Direct Delivery

California State Library
Fiscal Office – CCLPEP
900 N Street
Room 155
Sacramento, CA 95814