



Lunch at the Library Mid-Project Narrative Report

Summer 2024

This report is designed as a method for you to update us on the progress of your project midway through the project. Your responses to the questions in the report should be simple and concise. We want to know how your project is progressing and what you are learning. This report is due on the date listed in the grant agreement you received as part of the grant award packet.

Once approved, reports will be sent to your Authorized Representative for signature via DocuSign.

Grant Information

Jurisdiction:

Grant Award Number:

Fiscal Year:

Amount of Grant Award:

Amount of Grant Expended:

Project Coordinator

Project Coordinator Name:

Job Title:

Phone Number:

Email Address:

Authorized Representative Information

Authorized Representative Name:

Job Title:

Address:

Phone Number:

Email Address:

Core Program

Core Program Budget

Are your Core Program encumbrances/expenditures on schedule to be expended by the project end date?

Yes

No

If no, please explain why your budget expenditures or encumbrances are not on schedule to be fully expended by the project end date.? What are you doing to address this issue?

Core Program Abstract

Enter a brief narrative description of the project. What are you doing, for whom, and for what benefit? The ideal length is 90-160 words.

Core Program Activities and Methods

What have you accomplished so far for your Core program? What steps have been completed? What steps are currently in process? The ideal length is 90-160 words.

Farm to Summer Activities and Methods

What have you accomplished so far for your Farm to Summer component of the Core program? What steps have been completed? What steps are currently in process? The ideal length is 90-160 words.

Core Program Outcomes

What progress have you made toward gathering outcomes for your Core Program? Do you need any additional support in gathering outcomes? (The Lunch at the Library Outcomes Survey should be administered to unique visitors, weekly or at each visit. The Youth Development Outcomes Survey should be completed once by each teen intern/volunteer/employee.) The ideal length is 90-160 words.

(Optional) Describe one or two significant lessons learned.

Core Program Problems/Concerns

State any problems or concerns that you have encountered so far regarding your Core Program. What are you doing to address these problems or concerns?

Innovation (If Applicable)

Innovation Budget

Are your Innovation encumbrances/expenditures on schedule to be expended by the project end date?

Yes

No

If no, please explain why your Innovation budget expenditures or encumbrances are not on schedule to be fully expended by the project end date.? What are you doing to address this issue?

Innovation Project Abstract

Enter a brief narrative description of your Innovation project. What are you doing, for whom, and for what benefit? The ideal length is 90-160 words.

Innovation Project Activities and Methods

What have you accomplished so far for your Innovation project? What steps have been completed? What steps are currently in process? The ideal length is 90-160 words.

Innovation Project Outcomes

What progress have you made toward gathering outcomes for your Innovation project? Do you need any additional support in gathering outcomes? The ideal length is 90-160 words.

Optional: Describe one or two significant lessons learned.

Innovation Problems/Concerns

State any problems or concerns that you have encountered so far regarding your Innovation project. What are you doing to address these problems or concerns?



Success Stories

(Optional) Are there any stories that we should share with stakeholders? Please include stories from any aspect of your Lunch at the Library program.