# Stronger Together: Reporting Form Template

This form is intended to do 3 things:

1. Identify any areas where your grant could use extra support;
2. Helpfully and accurately describe the good in your community that the state’s grant money is accomplishing; and
3. Be a transparent monitoring tool to make sure grant activity is proceeding.

If you have any questions, please contact your grant monitor at [StrongerTogether@library.ca.gov](mailto:StrongerTogether@library.ca.gov) and they will respond to you or forward your email to the proper State Library team member who can help!

We look forward to learning how your library has been serving your community and making a difference for your community members!

\*Required field

**\*Stronger Together Project Title**

\***Institution Name**

**\*Funding Category** (Choose one)

* Early Learning
* Out of School Time
* Improving Library Access

**\*Project Coordinator**

**\*Project Coordinator Email**

**\*The Project Coordinator has changed since the application was originally submitted.**

Yes/No

**Report: Please submit your response using this template. Be sure to fill in the blanks.**

Our Stronger Together project set out to achieve \_\_\_(outcome)\_\_\_ by \_\_\_(key project activities)\_\_\_.

In doing this work, we feel that we are serving the community by \_\_\_(outcome for community)\_\_\_.

This goal is important for the community because \_\_\_(community need)\_\_\_.

So far, some of the wins we’ve seen include \_\_\_(activities, outputs and outcomes)\_\_\_.

And we’re even seeing ripple effects like \_\_\_(unanticipated results)\_\_\_.

Of course, we’ve faced challenges, like \_\_\_(obstacles)\_\_\_. And we seek to address these by \_\_\_(agile turn)\_\_\_.

Our work isn’t done yet. Our next steps are to \_\_\_(plan)\_\_\_.

Again, this is what the project is trying to achieve: \_\_\_(restate outcomes and goals)\_\_\_.

**\*Report:**

Use the template from above.

**\*Description of Grant Activity**

List project activities implemented during the current reporting period – purchases, plans programs, Linda Braun trainings, etc.

**Community Partners**

Describe any changes (from application) in the project’s connection to community partners/role of community partners. **Out of School Time** and **Early Learning Grantees:** if you now have a formal agreement with a community partner that you did not submit with your application, please submit it below.

**Success Stories**

Are there any great stories or anecdotes worth sharing with the Governor and Legislature?

**\*Budget Report Form**

Please attach the budget report form.

You may also email your grant monitor at [StrongerTogether@library.ca.gov](mailto:StrongerTogether@library.ca.gov) if you do not have access to your individual approved budget.

**\*Is the budget on track to be spent by 3/31/2024?**

Yes/No

**\*Is the project on track to be completed by 3/31/2024?**

Yes/No

**Additional Feedback**

Tell us anything that is troubling you with the project that you would like assistance with.

**Attach supporting documents**

Please attach photos, publicity, artifacts that tell your story, links, public comments or any other documents.

If submitting links or comments, please put them into a text document (like Word) and upload that.

Select up to 4 files to attach.