CALIFORNIA STATE LIBRARY
Mid-Grant Program Narrative Report

This report is designed as a method for you to update us on the progress of your project midway through the project period. 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.

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:	
Title:	
Phone Number:	
E-mail Address:	

Authorized Representative Information

Authorized Representative Name:		
Title:		
Address:		
Phone Number:		
E-mail Address:		
Director Signature: (DocuSign)		Date:

Budget

Are you on schedule to expend all funds by the project end date?
☐   Yes *(If you check this box, go to the Project Abstract section)* ☐   No *(If you check this box, answer a below)*   a. Please explain why you are not on schedule to expend all funds by the project end date. What are you doing to address this issue?

Project Abstract

Enter a brief narrative description of the project. (What are you doing, for whom, and for what benefit?) If you participated in Farm to Summer, Innovation, or Libraries as Conveners please describe each project separately. **Please avoid numerical lists and bulleted information.** The ideal length is 90-160 words (per project).

Project Activities and Methods

What have you accomplished so far in the project? What steps have been completed? What steps are currently in process? If you participated in Farm to Summer, Innovation, or Libraries as Conveners please describe each project separately. Limit your response to 250 words.

Project Outputs

Have you started generating outputs for the Lunch at the Library Participation Survey which will be submitted at the end of the Summer (September 1, 2023)?
☐ Yes
☐ No   When do plan to start generating outputs for the project?
Optional: Success stories Are there any stories that we should share with stakeholders?

Project Outcomes

What progress have you made towards gathering outcomes? (The Participant Outcomes Survey should be administered weekly at Library meal sites, and once at each pop-up visit. The Youth Development Outcomes Survey should be completed once by each teen volunteer/employee.)
Please briefly describe the importance of any outcomes and findings for future program planning.

Optional: Describe one or two significant lessons learned.

Problems/Concerns

State any problems or concerns that you have encountered so far. What are you doing to address these problems or concerns? Please contact your Library Programs Consultant or Grant Monitor for any assistance needed during the project period.