**CALIFORNIA STATE LIBRARY**

**ETHNIC MEDIA OUTREACH GRANT**

**Mid-Project Program Narrative Report**

This report is designed as a method for you to update us on the progress of your project midway through the implementation. 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 Award Agreement and Certification of Compliance provided with the award packet for this project. Reports will be reviewed and approved following the report submission deadline.

This document is a template and can be used to draft your responses to the report questions.

**All reports will be submitted via the Ethnic Media submission portal in Wizehive.**

## Project Abstract

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

Use past tense and write for a general audience by avoiding jargon, acronyms, and abbreviations.

Please avoid numerical lists and bulleted information.

If possible, state the “who, what, and why” of the project in the first few sentences.

## Activities

Activities are the behind-the-scenes work that is done to produce outputs. Examples of activities are holding weekly editorial meetings, hiring a full-time journalist, creating a fellowship application process and selecting recipients, conducting background interviews for investigative pieces, planning a panel discussion, etc.

1. What major activities from your project proposal have you completed?
2. What major activities from your project proposal are in process?
3. Have you made any adjustments or pivots in your project activities? For example, changes based on newsworthy developments surrounding hate incidences or hate crimes, either at the local or state level or changes in when or how long activities took. If so, please explain.

## Outputs

Outputs are the direct products of program activities, usually measured in terms of work accomplished. An output is usually a quantitative measurement, such as 10 videos produced, 20 stories on Stop the Hate topics written with an average reach of 500 views, 4 community engagement events held with attendances ranging from 12-50, etc.

1. Please upload the Completed Outputs / Resources spreadsheet. This spreadsheet should contain all local resources, stories, events, etc. you have created or promoted as part of the Ethnic Media Outreach Grant to promote the Stop the Hate program.
2. What project outputs have been generated by the project to date? Do not list everything that is in the spreadsheet, do include a general description of what has been produced.
3. Do these align with anticipated outputs in your grant application? Please explain.
4. Have you had any unanticipated outputs? If yes, please explain.
5. How have your Activities and Outputs helped increase awareness among your target communities for the Stop the Hate program? Please refer to your grant application for the target communities you indicated. How have you educated and engaged your target communities about hate incidents/crimes, increased awareness and use of available resources and services (California Department of Social Services grantees, CA vs Hate, etc.), reduced stigma surrounding the reporting of hate incidents and hate crimes, and/or promoted community healing and cross-cultural and cross-racial collaboration?

## Outcomes

Outcomes are benefits or changes for individuals or populations during or after participating in program activities, including new knowledge, increased skills, changed attitudes or values, or improved conditions. For example, you may have found that 80% of survey respondents reported increased knowledge about hate incidents after watching your video series, or that your organizational partners have reported improved understanding about a local resource or program shared by your publication/radio show/social media feed, etc.

1. What project outcomes have occurred for the project to date?
2. Do these align with anticipated outcomes in your grant application? Please explain.
3. Have you had any unanticipated outcomes? If yes, please explain.
4. State any challenges that you have encountered so far. What are you doing to address these challenges?
5. What success stories from your project would you like to share/highlight?