

**FINAL PROJECT EVALUATION & SUMMARY
LIBRARY SERVICES AND TECHNOLOGY ACT**

Date: _____ Grant Agreement #: _____

Grantee: _____ Prepared By: _____

Library Address: _____
(Street Address) *(Mailing Address if differs from Street)*

City, State and Zip Code Phone: _____

Project Name: _____

INSTRUCTIONS: Using your projects evaluation report as described in item #5 on your grant application, summarize your results providing evaluative comments.

PROGRAM OVERVIEW: Refer to the **approved grant application**. Provide a brief overview of your project as it was originally planned. State the proposed outcomes of the project: what was done, how was it done, and by whom. (Support with measurable data from the project.)

EVALUATION: Refer to the **approved grant application** (Exhibit A in the grant agreement packet). **Item #5 identifies the Objectives and Evaluation proposed for your project. Conduct the Evaluate of your project as prescribed in the grant application, writing a complete detailed report.** In this report also address the following questions:

1. What are the objectives set out in your project application and the evaluation methods.
2. Have each of the objectives, as stated in the **approved grant application** been met? List the objectives and summarize the activities conducted and the measurable outcomes.
3. How has this project improved library services?
4. Describe the aspects of the project that worked well and those that did not go as planned. What changes were made in the project to accommodate the latter?
5. What future actions will be taken?
6. Will this project be continued next year? If so, what is the funding source?

FISCAL DATA: Submit a photocopy of the completed **LSTA Financial Report** which was submitted with your final **Request for Reimbursement**. Verify that the **Total Expenditures Grant & Local** coincide with library's accounting records.

Send completed report to: Idaho Commission for Libraries
Grants Contracts Officer
325 W. State Street
Boise, ID 83702