QUARTERLY NARRATIVE REPORT
LIBRARY SERVICES AND TECHNOLOGY ACT

Date: ________________________  Grant Agreement #: ________________________

Grantee: ____________________________________________________________________________

Report Prepared by: ________________________  Telephone: ________________________

Project Name: ____________________________________________________________________________

1. **Project Narrative Report Instructions:** This narrative provides an assessment of project progress to date and will cover the items listed below. Please complete the front and back of the report. Use additional sheets of paper if necessary.

   a. **Project Objectives:** Refer to the objectives in the approved grant application. List all the project objectives or outcomes to be achieved by the completion of this quarter.

   b. **Activities:** Using measurable data, describe activities identified in the approved grant application and implemented this quarter. What were the outcomes achieved by these activities toward accomplishing the project objectives and need.

   c. **Project Time Line:** Refer to the time line detailed in the approved grant application. Are project objectives and activities being completed on schedule? Please describe.

   d. **Problems Encountered:** Refer to the objectives, activities, and time line of the

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approved grant application. Describe any problems affecting the implementation of these elements. What solutions were sought to achieve the objective? *(If changes are necessary in the objectives, activities, evaluation, or the timeline of an approved grant application, the grantee must first contact the Commission for Libraries Consultant. Any adjustments to these elements must be described in memo form and submitted to the Commission for approval, to be attached to the approved grant application.)*

e. **Opportunities or Unexpected Benefits:** Describe opportunities or unexpected benefits identified through the project.

f. **Project Outcome:** Describe in measurable terms direct and indirect benefit to your target population by this project. Were there changes in skills, attitudes, knowledge, behaviors, or status?

g. **Additional Comments:**

2. Submit this report with a copy of your library’s **LSTA Financial Report** that was submitted with your last reimbursement request. If no reimbursements have been requested, complete the **Budget Amount** with the figures provided on the **Approved Project Budget** which accompanied your Grant Agreement, then complete the first **Expenses Reimbursed** columns with zeros.

3. Attach surveys, statistics, examples of publicity, or other significant documents related to the project.

**Send completed forms to:** Idaho Commission for Libraries  
Library Development Division  
325 W. State Street  
Boise, Idaho 83702

Form available online at [http://libraries.idaho.gov/page/library-services-technology](http://libraries.idaho.gov/page/library-services-technology)