

## Questions to expect on the SLA Mini-Grant Secondary Schools Final Report

1. Grant Number – located in your award letter and on the subject line of your fully executed grant agreement/application email message.
2. Name of your school.
3. Name and number of your school district (ex. Coeur d’Alene School District #271).
4. Name of person completing and submitting the report.
5. Best phone number to reach the person submitting the report during the school day.
6. Email address.
7. Please describe the outcome of your Create a Culture of Reading project. Include information about the activities you included in the project, the number of students involved, how you promoted the activities, and any other important information.
8. How did you evaluate your project? Did you meet your benchmarks? What was the overall impact of the project on the reading culture of the school?
9. Did your project, along with the grant funds, increase the amount of reading done by your students over the school year?
10. What was the biggest success of your grant year?
11. Please describe any challenges or feedback you have received from colleagues, administration, students, parents, and teachers resulting from implementing the grant.
12. Please describe the additional professional development/training experience you completed on a reading- or library science-related topic. What was one thing you might adopt or that you are already doing that was covered in the training?
13. How many books have you purchased with your grant funds so far?
14. What percentage of those are nonfiction?
15. Attach an order summary, packing slip, or Excel/Word doc list showing the book titles you’ve purchased since the Interim Report as a PDF.
16. In the interest of continual improvement, please provide information about anything that you think would improve the overall experience for this grant process for future recipients.
17. Amount of your grant award.
18. Attach your fiscal system-produced financial report as a PDF.
19. To date, what amount of awarded grant funds have been spent? With this question we are looking for the amount of money expended for the books that have been delivered and the payment transaction has been completed and is reflected in the financial report. This number should balance with the total that has been spent on your financial report.
20. Has more than 5% of your total grant award been spent on book processing or labeling fees?
21. Please share any challenges that occurred ordering book titles and using grant funds.

Please contact Jeannie with any questions or concerns at [jeannie.standal@libraries.idaho.gov](mailto:jeannie.standal@libraries.idaho.gov) or 208-639-4139