

**2024-2025 Outreach Mini-Grant**

**Final Report**

**Due to** [**jshonk@flls.org**](mailto:jshonk@flls.org)

**by June 30, 2025**

|  |  |
| --- | --- |
| **MEMBER LIBRARY:** |  |
| **CITY/TOWN/VILLAGE:** |  |
| **CONTACT PERSON:** |  |
| **PHONE/EMAIL:** |  |
| **GRANT AMOUNT:** | $ |
| **PROJECT NAME:** |  |

**TARGET POPULATION(s):** Which population(s) did this grant serve:

**\_\_\_*People who are Blind or who have a Physical Disability***

***\_\_\_Seniors***

***\_\_\_People who have a Developmental or Learning Disability***

***\_\_\_People living in Institutionalized Settings***

***\_\_\_Members of Ethnic or Minority Groups in need of special services***

***\_\_\_People who are Educationally Disadvantaged***

***\_\_\_People who are Unemployed or Underemployed***

***\_\_\_People who are Geographically Isolated***

***\_\_\_At Risk Youth from Birth to Age 21***

**EVALUATION:**

1. What was the overall goal of the project? How did having this project benefit, change, or impact the individuals it served?
2. How many people benefited from adding this service? Sample table below.

|  |  |  |
| --- | --- | --- |
| **Date** | **Session** | **Attendees** |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total: |  |

1. Did you include a community partner? What role did they serve in this service?
2. Describe any challenges or surprises you faced.
3. How did you measure your outcomes? Please attach a copy of the form you used and the compiled data from your participants. Please include any anecdotal information.
4. Do you have future plans for this project?
5. How did you share or publicize the success of this project? Please include any flyers you created.
6. Please include at least (1) photo of your project for publicity. Remember to have patrons sign photo release forms if they appear in photos, see [www.flls.org/programming/](http://www.flls.org/programming/) for a template and more information.

**BUDGET:** Please include a clear breakdown of each amount in the description. Compare your original budget with actual figures and clearly explain any variations from your original budget. Make sure to include a specific monetary amount for any in-kind contributions. *In-kind Contributions* would include any funds, labor, supplies, etc. that you are putting towards the project.

**Example:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***CATEGORY*** | ***GRANT FUNDS SPENT*** | ***IN-KIND***  ***CONTRIBUTIONS*** | ***DESCRIPTION*** |
| *Personnel (includes presenters or* *speakers)* | *$1,000* | *$300* | *$15/hr. x 20 hours of staff time facilitating the project = $300*  *4 performers @ $250 each = $1,000* |

**Your Budget:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***CATEGORY*** | ***GRANT FUNDS SPENT*** | ***IN-KIND***  ***CONTRIBUTIONS*** | ***DESCRIPTION*** |
| *Personnel (includes presenters or**speakers)* | $ | $ |  |
| *Equipment/ Technology* | $ | $ |  |
| *Travel* | $ | $ |  |
| *Materials/**Supplies* | $ | $ |  |
| *Marketing* | $ | $ |  |
| **Total** | $ | $ |  |

Submit all Final Reports to Jenny Shonk at [jshonk@flls.org](mailto:jshonk@flls.org).