Grant #: _ _-_ _-_ _-_ _ _ _ -_ _

Final Performance Report: Part 1, Narrative

The purpose of the final performance report is to provide a permanent record of program accomplishments. The Institute will use these narratives to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals: sustaining cultural heritage and knowledge, enhancing learning and innovation and supporting the professional development of library and museum staff.

The final performance report also helps the Institute to fulfill its statutory requirement to analyze trends, evaluate programs and identify and disseminate effective practices. The report should be succinct (7 to10 pages maximum, 12-point Times New Roman or Arial font or equivalent).

Please use the following sequence:

1. Project title

2. Partners, if applicable

3. Provide a very brief overview describing goal of the project, the project design and to what extent the goal was achieved. This may be used as a project abstract or summary for public information. (150 words or less).

4. Describe the project activities (and quantify them using Part 2 of this form).

5. Describe the project audience(s) (and quantify them using Part 2 of this form).

6. Analyze your project. Use quantitative data as well as qualitative examples, highlights from your evaluation and compelling anecdotes.

   a. Compare the actual accomplishments of the project with the project's established goals and objectives.

      - Identify and document significant project **achievements** and their value.

      - Describe any significant unanticipated events or circumstances that created delays or obstacles to project success, and **summarize lessons learned** during the course of the project.

   b. For projects that identified learning of any kind as an intended result, describe the *outcomes* of the project. For this report *outcomes* are changes in **individuals':** knowledge, skills, attitudes, behaviors, or other conditions related to the purpose of the project.

   c. Provide any additional information or data that documents project impact. For this report *impact* is a large-scale and/or long-term result that **affects one or more institutions, communities, or fields.**

7. What's next? Describe any plans to continue work in this area.

8. Grant Products. **Attach three copies** of any product that resulted from grant activities, including final evaluation reports and instruments; research findings, publications, or manuscripts; software; curriculum guides, workbooks, or other learning resources; and other

deliverables. Provide Web-based material in hard-copy form or on disk with a description of the content and format. Forward any product that is not yet complete to IMLS as it becomes available.

IMLS will make all final reports available via its Web site at www.imls.gov; all content must be suitable for public distribution. Any information identified by the grantee as proprietary or confidential must be identified and provided separately to IMLS.

Additional directions are available at www.imls.gov; for assistance or questions contact your program officer.

IMLS requires a valid signature in support of a certification on an interim or final report. Reports may be faxed, mailed, or, if they contain a pdf with a valid signature, may be sent by e-mail. If the certified reports are sent by other than hard copy (ex. by fax or email), the reporting entity shall maintain the original and shall make it available to IMLS or its representative if so requested.

Grant #: _ _-_ _-_ _-_ _ _ _ -_ _

Final Performance Report: Part 2

In Part 2, numbers should encompass only those activities and individuals directly affected by or involved in your project between your grant start and end dates. Use N/A for any items that do not apply to your grant. Leave blank any items for which you do not have actual figures or reasonable estimates.

A. PROJECT ACTIVITY:

_____ # of collection items conserved, relocated to protective storage, rehoused, or for which other preservation-appropriate physical action was taken.

_____ # of collection items digitized, scanned, reformatted, or for which other electronic or digital preservation action was taken.

_____ # of collection items with new or enhanced accessibility *to staff* (include items that were cataloged or for which finding aids or other records were created).

_____ # of collection items with new or enhanced accessibility to users *outside* your institution (include items that were cataloged or for which finding aids or other records were created).

_____ # of Web sites created; include addresses:
_____
_____
_____

_____ # of curriculum resources, curriculums, Web-based learning tools, or other learning resources produced.

_____ # of key management documents created. # of emergency plans ____, conservation surveys ____, strategic plans ____, other (what) _____measures included.

_____ # of community organization partners. # of informal partnerships ____, formal partnerships ____ included.

_____ # of conferences, programs, workshops, training sessions, institutes, classes, courses, or other formal educational events provided to strengthen museum or library capacity.

_____ # of public programs offered (include lectures, symposia, demonstrations, exhibits, performances, readings, concerts, broadcasts, Webcasts, or other informal learning opportunities; do not include PSAs or other promotional activities). # of out-of-school programs ____, # exhibits ____ included.

_____ # of internships, apprenticeships, mentoring opportunities, paid participation experiences, or other extended educational experiences provided to your grant's target audiences, including staff.

_____ # of research reports, papers, books, reprints, or publications generated.

_____ # of tools created, improved, or produced for searching, information management, or information analysis.

_____ # of tools created, improved, or produced for collection management, Web management, Web authoring, digital production, or to support operations, administration, or other museum or library functions.

If your grant created one or more quantifiable products not covered by the categories above, please briefly identify and quantify them here. Attach another sheet if necessary.

B. PARTICIPANTS/VISITORS/USERS/AUDIENCE:

_____ # of teachers supported, trained, or otherwise provided with resources to strengthen classroom teaching or learning.

_____ # of schools (pre-K through grade 12) that actively participated (include only schools that were involved actively, not those to which material was simply distributed). # of students participating in field trips ____

_____ # of youth 9-19 who used, participated, visited, or otherwise interacted with activities, experiences, resources, or products offered by your grant.

_____ Total # of degrees earned through your grant. # of elementary ____, high school____, undergraduate ____, Master's ____, or Ph.D. ____ degrees included.

_____ Total # of users of Web-based resources provided by your grant (include all those from the left column plus any others the project served). # of hits ____, visits ____, unique visitors ____, pages visited ____, registered users ____, other (what) measures _____ included.

_____ Total # of individuals benefiting from your grant (include all those from the left column plus any others the project served, including staff or others in your field; DO NOT include broadcast audiences, see below). # of professionals____, non-professionals or pre-professionals ____, docents or interpreters ____ included.

_____ Total # in audience for radio, television, and cable audiences (For series, include total audience for all broadcasts, DO NOT include audience for PSAs or other promotional activities OR Webcasts).

If your grant served one or more quantifiable audiences not covered by the categories above, please briefly identify and quantify them here. Attach another sheet if necessary.