

## 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 to 10 pages maximum, 12-point Times New Roman or Arial font or equivalent).

**Please include the IMLS grant number at the top of each page of narrative. Use the following sequence:**

1. Cover Sheet
2. Project title
3. Partners, if applicable
4. 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).
5. Describe the project activities (and quantify them using Part 2 of this form).
6. Describe the project audience(s) (and quantify them using Part 2 of this form).
7. 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.
    - i. Identify and document significant project **achievements** and their value.
    - ii. 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.**
8. What's next? Describe any plans to continue work in this area.
9. 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.

Instructions for submitting this report are available at <http://www.imls.gov/recipients/administration.shtm>. For assistance or questions contact your Program Officer.

**Burden Estimate and Request for Public Comments:** Public reporting burden for this collection of information (Final Report, Parts 1 and 2) is estimated to average eight to thirteen hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, Chief Information Officer, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802, and to the Office of Management and Budget, Paperwork Reduction Project 3137-0071, Washington, DC 20503.