

**DEPARTMENT OF STATE
 TENNESSEE STATE LIBRARY AND ARCHIVES
 LIBRARY SERVICES AND TECHNOLOGY ACT
 FY 2009-2010 DIRECT SERVICE GRANTS FOR THE DISADVANTAGED
 QUARTERLY FINANCIAL REPORT AND FINAL NARRATIVE REPORT**

Contract #: _____

Interim Being Reported: (Please check appropriate reporting period)

_____ 1st (due 9-15-09) _____ 3rd (due 4-15-10)
 _____ 2nd (due 1-15-10) _____ Final (due 9/15/10)

Library: _____

Address (P.O. Box or Street) (City) (Zip Code):

E-mail: _____ Telephone () _____

I. Please fill out the Table below and attach any necessary explanation:

	A. LSTA Funds Awarded	B. Total Grant Funds Expended To Date	C. Total Grant Funds Encumbered*	D. Balance Remaining (Column A-B-C = D)	<i>Report use of additional local funds if appropriate**.</i>
Professional Fees					
Supplies:					
Books					
Non-print materials					
Postage					
Printing					
Technology:					
Computer Hardware					
Software					
TOTAL					

*Encumbered -- for materials and/or services on order (funds are designated, but not yet expended).

** Local funds used in additional support of this project. This was optional. Do not include staff time.

II. Please attach a short written summary of grant activities completed during this grant period. Consult your original grant proposal, Section III, for the original timeline of events.

I certify that to the best of my knowledge and belief this report is correct and complete and that all expenditures are for purposes set forth in the approved grant proposal.

Signature: _____ Date: _____
 Project Director

Signature: _____ Date: _____
 Project Administrator (or Library Director)

Signature: _____ Date: _____
 Library Board Chairperson/Authorized Fiscal Agent

**FY 2009-2010 DIRECT SERVICE GRANTS FOR THE DISADVANTAGED
FINAL NARRATIVE REPORT**

Complete the following information for the Final Narrative Report ONLY:

1. Total number of workshop participants during the course of the grant. Please provide a demographic breakdown of special populations participating if known, e. g. Hispanics, senior citizens, youth, etc.

2. (300 to 500 words) Please provide a summary of the outcomes of this project. Include details on the workshops offered, types of participants, what they learned, what they said about the workshops, what you observed. Analyse and refer to written survey results to determine specific trends.

3. Attach an in-depth analysis of the responses to surveys given to workshop participants as a requirement under this grant.

4. Will you continue the opportunities (collection building, workshops, etc.) begun with this grant? How will they be funded in the future?

5. Attach a copy of all marketing materials developed as part of this grant.