



FY 19-20 ODL Health Literacy Grant Final Report – Narrative

Due by August 15, 2020

Contact Information

Library/Literacy Program:

Contact person:

Phone:

The final report consists of three documents—the *Narrative*, the *Programs and Statistics Report*, and the *Expenditure Spreadsheet*.

I. Project Accomplishments

1. Describe project activities and **accomplishments**. Include a comparison of proposed **Measurable Goals** and actual project results. (Attach and additional page if necessary)

2. Provide an explanation for any project activities that did not take place.

3. Based on a comparison of the proposed activities and the actual accomplishments, describe why the project was considered a success or failure.

II. Project Participants

Note: This response is for your entire project, not just one or two project activities.

1. Which best describes the **geographic community** of the targeted group?

Urban

Suburban

Rural

2. Were project activities directed to the **general population** or to a **targeted group**? (select a or b below)

General population

Targeted group—If you targeted group/groups, continue through section h

Select one or more of the **target age groups**

All ages

0-5 years

6-12 years

13-17 years

18-25 years

26-49 years

50-59 years

60-69 years

70+ years

- a. If the project activities were directed at those in one or more of the following **economic situations**

People living below the poverty line

Unemployed

Not applicable

- b. If the project activities were directed at **ethnic or minority populations**, select one or more

American Indian

Asian

Black or African American

Hispanic or Latino

Not applicable

c. If the project activities were directed at **families**

Yes

No

d. If the project activities were directed at **immigrants/refugees**

Yes

No

e. If the project activities were directed at those with **limited functional literacy skills**

Yes

No

f. If the activities were directed to groups that fell into a category not already captured?

Yes

No

Explain

III. Collaborations and Partners

1. List your health literacy partners (county health departments, local hospital, extension services, pharmacy, senior centers, foodbanks, etc.).

2. Describe any significant **partnerships** that resulted from this project.

4. Attach **at least two**, articles, flyers, photos, etc. that can be used in the final report to IMLS. They should be something you think best represents your project. Be sure to have signed photo releases for anyone appearing in a photo. **ODL and IMLS logos and/or mention must be included** on the attached articles or flyers.

V. Program Report and Statistics Report

Use your completed ***Program Report and Statistics Report*** to answer the following questions.

1. What was the total attendance at all of your programs/activities?
2. What was the average number of minutes of all your programs/activities?
3. Of those attending all programs, provide participant responses to the IMLS questions.

- a. I learned something new by attending the program.

Strongly Agree

Agree

Neither Agree or Disagree

Disagree

Strongly Disagree

- b. I am confident about using what I learned.

Strongly Agree

Agree

Neither Agree or Disagree

Disagree

Strongly Disagree

- c. I am likely to apply what I learned.

Strongly Agree

Agree

Neither Agree or Disagree

Disagree

Strongly Disagree

- d. I am likely to participate in other health and wellness activities.

Strongly Agree

Agree

Neither Agree or Disagree

Disagree

Strongly Disagree

e. I am likely to participate (or use) other literacy (or literacy) services and resources.

Strongly Agree

Agree

Neither Agree or Disagree

Disagree

Strongly Disagree

VI. Expenditures Spreadsheet

Attach the completed *Expenditures Spreadsheet* to report grant funds. All grant funds must be spent before the final report is submitted on August 15, 2020.

VII. Optional

1. List any **difficulties or challenges** you had in establishing or expanding your health literacy initiative.

2. Provide additional information, **suggestions, and/or feedback**.

VIII. Attachments

1. *Program Report and Statistics Report form*
2. *Expenditure Spreadsheet*
3. At least two flyers, articles, photos, etc.

Maintain Your Health Literacy Grant File for a period of **five years**

Keep a file of all grant related information for easy reference.

Include:

1. all grant related paperwork including the application, related communications with ODL, report, etc.
2. all invoices and receipts paid with grant funds
3. signed photo releases
4. project related articles, flyers, brochures, etc.
5. participant evaluation forms

Thank you for promoting health and wellness in your community.