Final Performance Report: Part 2, Quantitative Information

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

Refer to Glossary to Support Grant Reporting (http://www.imls.gov/pdf/Glossary.pdf) to assist with definitions of terms.

IMLS has identified a number of activities, products, and participant groups that are commonly addressed through IMLS grants and seeks output/outcome data about these on this form. In your interim and final narrative reports, you are asked to describe project activities – this form seeks to gather the quantitative data associated with these activities. While your grant may have multiple activities (and all should be listed in the narrative part of your report), you should identify up to three main activities (that have discrete outputs or outcomes) per grant and complete one of the following forms for each activity. For instance, your grant may have mounted an exhibit, conducted teacher workshops, and developed a related curriculum. You should fill out one form per activity, since each with have a different set of outputs or outcomes, and may have served distinct audiences. If your grant consisted of one primary activity, such as supporting 12 students to complete Master's degrees, one form will probably be sufficient. If you have questions about which activities to choose to record on this form, refer them to your program officer.

The form has been developed to cover the most common of grant activities. Since every grant is unique to its own institution and audience, some grants have outputs and outcomes from activities not included on this form. Questions 10, 15 and 24 are catch-alls. The responses to these questions should not be included in other responses.

How to fill out this form: Numbers should encompass only those activities and individuals directly affected by or involved in your project between your grant start and end dates. Leave blank any items that do not apply to your grant or for which you do not have actual figures or reasonable estimates.

Institution Name: _____

Grant #: __ __ - __ __ - __ __ - __ __ __ __ - __ __

A. SITE SPECIFIC PROJECT ACTIVITY: _____

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

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

3. _____ Total # of collection items with new or enhanced accessibility (include items that were cataloged or for which finding aids or other records were created or computerized) [includes ____ items made accessible to users other than grantee staff for the first time, ____ items with new or enhanced access for staff only].

4. _____ Total # of lectures, symposia, demonstrations, exhibits, readings, performances, concerts, broadcasts, Webcasts, workshops, multi-media packages, or other learning opportunities provided for the public (do not include PSAs or other promotional activities) [includes _____ out-of-school or after-school programs, _____ exhibits].

5. _____ Total # of tools created, improved, or produced for searching, information management, or information analysis by users other than or in addition to grantee staff.

6. _____ Total # of conferences, programs, workshops, training sessions, institutes, classes, courses, or other structured educational events provided.

7._____ Total # of internships, apprenticeships, mentoring opportunities, or other extended educational opportunities provided.

8._____Total # of degrees/certificates earned as a result of the grant [includes _____ Master's, ____ Ph.D. degrees, _____ other (specify): _____].

9._____Total # technology upgrades or improvements (specify): _____
_____.

10. If your grant engaged in other activities not covered by the categories above, please briefly identify and quantify them here. Attach another sheet if necessary.

B. PORTABLE PRODUCTS (relating to the activity named in section A.)

11. _____Total # of research reports, papers, books, reprints, or other publications generated.

12. _____Total # of Web sites developed or improved [include URLs/addresses:

_____

_____].

13. _____Total # of learning resources produced [includes
_____ oral histories, _____ curriculum resources, _____ curriculums, _____ Web-based learning tools, or _____ other (specify): _____].

14._____Total # of key management documents created
[includes _____ emergency plans, _____ conservation surveys, _____ strategic plans, _____ other (specify): _____].

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15. 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.

C. PARTICIPANTS/VISITORS/USERS/AUDIENCE (relating to the activity named in section A.)

16. _____Total # of **community organization partners** [includes _____ informal partners, _____ formal partners].

17. _____Total # of **schools** (pre-K through grade 12) that used services provided by your grant (include only schools that actively participated, not those to which material was simply distributed or made available) [includes _____ students participating in field trips].

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

19._____Total # of **pre-K through grade-12 students** served [includes _____ youth 9-19 who used, participated, visited, or otherwise interacted with activities, experiences, resources, or products offered by your grant].

20. _____Total # of **viewers and listeners** for radio, television, and cable broadcasts (for series, include total actual audience for all broadcasts; do not include audience for PSAs or other promotional activities or Webcasts; do not report potential audience).

21._____Total # of **users of Web-based resources** provided by your grant (include all individuals the project served). Choose the measure that best represents your use rate (choose only one): ____ visits (hits), ____ unique visitors, ____ registered users, ____ other measure (specify): _____.

22. _____Total # of **individuals** benefiting from your grant (include all those from questions 18-21 plus others the project served, including staff or others in your field). Only include those who actually participated or used your project services in some way.

23. This number includes: _____**professionals**, _____ **non-professionals or pre-professionals**, _____ **docents or interpreters**, _____**volunteers**, _____**staff** that received services provided by your grant.

24. 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.

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