

Objectives and Additional Reporting Requirements

The Detroit Public Library Foundation is committed to strategic learning, research and evaluation. Please submit a brief narrative report no longer than 3 pages in length that addresses the questions on page 2.

Institution:

Program / Project Name:

Program / Project Start Date:

Program Completion Date:

Narrative Report

Please provide a narrative report summarizing your progress toward achieving the goals and objectives of the program / project.

- A brief organizational description: history, mission, vision, values, etc.
- An overview of the program. Use this as an opportunity to celebrate your success and share your challenges.
- Anticipated changes for the coming year. You may address programming, internal capacity, partnerships, etc.
- A story about something you learned in the previous year. What did you learn, how did you learn it, and how did it change your program / project?
- Describe your organization's commitment to equity, diversity, and inclusion. How does it manifest in the work of this program and your organization?
- We would also like to celebrate the progress of your project. Please attach any additional photos, reports, and/or other relevant collateral that we may share on our channels (e.g., Facebook, Website, Newsletters, etc.).

Financial Report

We also require the following documents as part of the financial portion of the grant report:

- A copy of the program budget to actual figures.

Supporting Documents (optional)

We would also like to celebrate the progress of your project. Please attach any additional photos, reports, and/or other relevant collateral that we may share on our channels (e.g., Twitter, Website, Newsletters, etc.).

