**IMLS FINAL PERFORMANCE REPORT FORM**

**For Projects with Award Dates between October 1, 2015 and September 30, 2018**

**(i.e., award number ends in -16, -17, or -18)**

**Please consult the IMLS Final Performance Report Instructions when filling out this form.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Federal agency and organization element to which report is submitted:**Institute of Museum and** **Library Services** | 2. Federal award or other identifying number assigned by federal agency: | Page  | of Pages |
| 3a. D-U-N-S® number: |
| 3b. EIN/TIN:  |
| 4. Recipient organization (name and complete address, including ZIP+4/postal code): | 5. Recipient identifying or account number: |
| 6a. Award period of performance start date (MM/DD/YYYY):  | 6b. Award period of performance end date (MM/DD/YYYY):  | 7. Reporting period end date (MM/DD/YYYY):  |
| 8. Project URLs, if any:  | 9. Report frequency:[ ]  annual[ ]  semi-annual[ ]  final[ ]  otherIf other, describe:  |
| 10. Other attachments? [ ]  Yes [ ]  No Contact the appropriate IMLS program office to receive instructions for transmitting additional attachments. |
| 11a. Name and title of Project Director: | 11b. Telephone (area code, number, extension):  |
| 11c. Email address: |
| **12. Certification: By submitting this report I certify to the best of my knowledge and belief that this information is correct and complete for performance of activities for the purposes set forth in the award documents.**  |
| 13a. Signature of Authorized Certifying Official: | 13b. Date report submitted (MM/DD/YYYY): |
| 13c. Name and title of Authorized Certifying Official: | 13d. Telephone (area code, number, extension): |
| 13e. Email address: |

**Burden Estimate and Request for Public Comments:** Send comments 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, 955 L’Enfant Plaza North, SW, Suite 4000, Washington, DC 20024-2135.

The purpose of the Final Performance Report is to provide a record of grant-funded project accomplishments at the conclusion of the grant. IMLS uses these narratives to report to Congress and the Office of Management and Budget about the agency’s progress on addressing its strategic goals. If you have questions concerning the final performance reporting requirements, you may address them to the Program Officer assigned to your grant and whose name and contact information appears in your Official Award Notification. IMLS may share Final Performance Reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of museum and library services. Reports may be disseminated in a variety of ways and formats, including online.

**14. Recipient Organization:**

**15. Project Title:**

**16. Project Summary:**

**17. Activities**

|  |  |  |
| --- | --- | --- |
| **Activities Proposed in Your Application** | **Activities Completed****during the Award Period of Performance** | **Explanation of Any Variance** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**18. Changes**

|  |  |  |
| --- | --- | --- |
| **Type of Change** | **Description** | **Date of Approval (if applicable)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**19. Results**

**a. Agency-Level Goals**

[ ]  **Learning**

[ ]  **Community**

[ ]  **Content and Collections**

For **Learning** and **Community** projects

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance Measure Statement** | **Survey Respondent** | **No. of Participants** | **No. Total Responses** | **No. Responses Per Answer Option** | **No. Non Responses** |
| **Strongly Disagree** | **Disagree** | **Neither Agree nor Disagree** | **Agree** | **Strongly Agree** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

For **Content and Collections** projects, proceed directly to Question 19b.

**b. Program and Project-Level Results (for All Projects)**

|  |  |  |
| --- | --- | --- |
| **Intended Result(s)** | **Actual Result(s)** | **Explanation of Any Variance** |
|  |  |  |
|  |  |  |
|  |  |  |

**20. Lessons Learned**

**21. Next Steps**

**22. Appendices**