

Final Report Guidelines

Congratulations on completing your Incubator program! We hope you found the process useful in your own professional development, and that the public programs that resulted from your Incubator grant impacted your community in positive ways.

Now it is time to write your end of program report. Please take the time to give a comprehensive response in each of the categories listed below.

Thank you for your dedication, creativity, and hard work.

Budget Statements

List how you have spent your allocated funds, and show how it compares to what you asked for in your proposal. Account for all over or underspending.

Project Activities

Start with a brief narrative outlining the types of activities you conducted in your program, how many sessions you held and how many patrons participated. Show how those activities fit into your larger program objectives. You might be able to reuse or summarize the program description from your original proposal, just pay special attention to anything that has changed since you first applied.

Community Partnerships

Describe your community partnership, what expectations were met (or not met), what value the partnership added to the project, and what role the partner could have in the Library beyond the Incubator project.

Outcomes & Impact

Explain how your program made a difference. Highlight key outcomes and data and compare results with stated outcomes in your original Incubator application. What needs or questions were you trying to address, and what have you learned so far? What assumptions did you make and have they proven correct or incorrect?

Lessons Learned & Challenges

What challenges that you anticipated came up in your program and how did you address them? What unanticipated challenges arose, and how did you address those?

Future Plans & Sustainability

What kind of future do you see for your program: If you would like to conduct it again, what kind of adjustments would you make and what resources would it require? Would you recommend this program to run in other BPL locations?

Feedback on the Incubator Process

From orientation to evaluation, what do you think worked well in the Incubator and what did not? What surprised or challenged you the most? Include any suggestions for improvements in future Incubator rounds.