

# Gateway Grant Reporting Page

(Quantitative and qualitative measurement sheet)

**Instructions:** In order to measure the success of a grant project, the funder must see evidence of value in terms of the number of people served and their response to the program. As a target library, you are required to track the following information, which will be shared with the funder in status reports at the middle and end of the year. Use this sheet to track project results.

**Reporting Deadlines:** *(please mark your calendar)*

- Quantitative data should be submitted to the Project Coordinator, Kirstin Litwin, by September 30, 2004. (the end of the project year) **Note:** # of library cards issued as a result of project materials/programs will be collected *quarterly*. Coordinator will send an email at the end of each quarter requesting this information. See Tally Sheet for more details.
- Qualitative data should be submitted twice during the grant year: April 30, 2004 and September 30, 2004.

## Quantitative Measurements:

(Measuring project outputs)

- Number of programs/workshops given by your library \_\_\_\_\_
- Number of program/workshop participants (tally workshop attendance) \_\_\_\_\_
- Number of participants from the following groups served by workshops:  
(compile from workshop evaluation forms)
  - ethnic-minorities (new residents that are ethnic minorities) \_\_\_\_\_
  - non-ethnic minorities (new residents that would not be considered ethnic minorities) \_\_\_\_\_
  - natives (long-time residents) \_\_\_\_\_
- Number of library staff trained in new resident customer service/cultural sensitivity. \_\_\_\_\_
- Number of new resident kits distributed (subtract the amount remaining from the total number you received.) \_\_\_\_\_
- Number of library cards issued to patrons as a result of the project. (see Tally Sheet) \_\_\_\_\_

## Qualitative Measurements:

(Assessing the attitudes, perceptions, and growth of project participants)

- Evaluation of library programs
  - Distribute workshop evaluation form after each program.
  - Share feedback obtained with the Project Coordinator. Send a copy of completed evaluation forms to the Coordinator.
- Verbal feedback from participants
  - Gather from library program participants, visitors seeking community information, and telephone calls received at the library.
  - Ask participants what they think about the programs/materials and how they are benefiting from them. Record their responses on the back of this sheet.
- Self-evaluation
  - Library Directors and staff should track their own growth, observations, and insights over the course of the year, and record them on the back of this sheet.
- General observation of new resident participants
  - Observe participants to determine changes in attitude and/or behavior and record them on the back of this sheet.

Library Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Qualitative Measurement Recording Sheet

| Measurement   | Information | Date |
|---|-------------|------|
| <p><b>Library Programs</b></p> <p>(send copy of program evaluation forms to Kirstin Litwin)</p>   |             |      |
| <p><b>Verbal Feedback</b></p> <p>(from library program participants, visitors seeking community information, and telephone calls received at the library)</p> |             |      |
| <p><b>Self-Evaluation</b></p> <p>(library staff &amp; directors)</p>  |             |      |
| <p><b>General Observation</b></p> <p>(changes in attitude, perception, and/or behavior of participants)</p>   |             |      |