



## FY 21-22 ODL Health Literacy Project Final Report – Narrative

Due by August 15, 2022

### Contact Information

Library/Literacy Program:

Contact person:

Phone:

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The health literacy final report consists of three documents—the *Narrative*, the *Programs and Statistics Report*, and the *Expenditure Spreadsheet*.

**Directions—This is the Narrative Report. Please complete the information for Sections 1 and 2 on this fillable document. Attach a word document with your responses for Sections 3-5.**

### Section 1—Project Participants

Identify the **populations and/or targeted groups you reached during the project.**

a. Select one or more of the **targeted age groups.**

All ages

0-5 years

6-12 years

13-17 years

18-25 years

26-49 years

50-59 years

60-69 years

70+ years

- b. If the project activities were directed at individuals in one or more of the following **economic situations**, check all that apply.

People living below the poverty line

Unemployed

Not applicable

- c. If the project activities were directed at **ethnic or minority populations**, select those that apply.

American Indian

Asian

Black or African American

Hispanic or Latino

Not applicable

- d. Were the project activities directed at **families**?

Yes

No

- e. Were the project activities directed at **immigrants/refugees**?

Yes

No

- f. Were the project activities directed at individuals with **limited functional literacy skills**?

Yes

No

- g. Were project activities directed to groups that fell into a category not already captured?

Yes

No

Explain

## **Section 2—Summary of the Program Report and Statistics Report**

Use your completed *Program Report and Statistics Report* to answer the following questions.

1. How many programs were conducted?
2. What was the average number of minutes of these programs?
3. What was the total attendance at all programs/activities?

3. Of those attending all programs, provide the number of participant responses to the IMLS survey. If you filled multiple *Program Report and Statistics Report* forms, be sure to provide a grand total.

a. I learned something new by attending the program.

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

b. I am confident about using what I learned.

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

c. I am likely to apply what I learned.

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

d. I am likely to participate in other health and wellness activities.

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

e. I am likely to participate (or use) other library (or literacy) services and resources.

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

Attach a Word document with your responses to Sections 3-5. Be sure to include your program name on the document.

### Section 3—Project Accomplishments

1. Describe project activities and **accomplishments**. Include a comparison of proposed **Measurable Goals** and actual project results.
2. Provide an explanation for any project activities that did not take place.
3. Based on a comparison of the proposed activities and the actual accomplishments, describe why the project was considered a success or failure.

### Section 4—Collaborations and Partners

1. List your health literacy partners (county health departments, local hospital, extension services, pharmacy, senior centers, foodbanks, etc.).
2. Describe the most significant **partnership(s)** that resulted from this project and why it was important.

### Section 5—Project Impact

1. What was the **most significant success** of your health literacy project?
2. Describe **unexpected benefits** of your health literacy project.
3. Include at least **one quote** related to the success of all or part of the project from a participant, partner, or from you as project manager.
4. Attach **at least two** articles, flyers, photos, etc. that can be used in the final report to IMLS. They should be something you think best represents your project. Be sure to have **signed photo releases** for anyone appearing in a photo. **ODL and IMLS logos must be included on flyers or brochures. ODI and IMLS must be mentioned in news articles.**

## **Optional**

1. List any **difficulties or challenges** you had in establishing or expanding your health literacy initiative.
2. Provide additional information, **suggestions, and/or feedback**.

## **Attachments**

1. *Program Report and Statistics Report form*
2. *Expenditure Spreadsheet*
3. *At least two flyers, articles, photos, etc.*

## **Maintain Your Health Literacy Grant File** for a period of **five years**.

Keep a file of all grant related information for easy reference.

Include:

1. All grant related paperwork including the application, related communications with ODL, reports, etc.
2. All invoices and receipts paid with grant funds
3. Signed photo releases
4. Project related articles, flyers, brochures, etc.
5. Participant evaluation forms

**Thank you for promoting health and wellness in your community.**