



**JESSE WHITE • Secretary of State & State Librarian**  
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**WWW.CYBERDRIVEILLINOIS.COM**

**Illinois State Library**  
**LIVE & LEARN CONSTRUCTION GRANT PROGRAM**  
**Quarterly Narrative Report**  
 (Due 15 days after the end of each quarter.)

Grantee Library: \_\_\_\_\_ Project Number: \_\_\_\_\_

Quarter Covered by this Report:	_____ July 1 to September 30	Report due October 15
	_____ October 1 to December 31	Report due January 15
	_____ January 1 to March 31	Report due April 15
	_____ April 1 to June 30	Report due July 15

Grantee Staff Member Preparing Report: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

The Quarterly Narrative Report should be no more than two pages in length (attached) and address the following points:

1. Program progress toward meeting the objectives.
2. Accomplishments to date.
3. Address any problems encountered.
4. Objectives met and unmet.
5. Describe any changes implemented.
6. Percentage of project completion to date.

Received/Accepted by ISL Staff: \_\_\_\_\_ Date: \_\_\_\_\_