**Autism Welcome Here Grant**

**2018 Reports**

**All of these reports should be submitted electronically to:**

**grant@librariesandautism.org**

**Alternate Plan or Expenditure Request:**

A written request to the committee **MUST** be submitted at any point in the grant cycle when the grantee feels that they need to deviate from the original plan in any substantive way, either in terms of activities planned or use of funds. The request should include what was originally proposed, the requested change and the reason for the change. Changes that will not require a written request include:

1. Substituting newer autism-related books for ones listed in the proposal
2. Hiring a different consultant or presenter for the proposed task
3. Substituting equivalent materials or equipment (i.e. alternative designated seating options for children with ASD)

**Failure to submit a written request for substantive changes may result in the committee requiring the return of part or all of the grant funds.**

**Mid-Year Report: Due September 30, 2018**

**Part 1: Narrative Report (1 or 2 pages) This report should answer the following questions:**

1. What proposed activities have been completed?
2. What remains to be done?
3. What, if any, problems have you encountered so far?
4. How did you overcome those problems?
5. At this point in your work, what do you think the results will be (for the participants, the library and the community)?
6. Do you have any anecdotes or quotes to share?

**Part 2: Financial Report (1 page)**

1. Categories of planned expenditure (e.g., supplies, books, consultants, presenters, marketing) from your application or approved alternative expenditure request
2. Amount you proposed to spend in each category.
3. Amount spent to date in each category.
4. Amount still to be spent in each category.

**End of Grant Report: Due March 31, 2019**

**Part 1: Narrative Report** (2 or 3 pages): **Please answer the following questions**:

1. What did you actually do and how, if at all, does it differ from your original plan?
2. What problems did you encounter and how did you deal with them?
3. Would you consider your project to be a success? Why?
4. How has your work contributed to making people with autism more welcome at your library? If not, what would you do differently?
5. What are your plans for continuing or building on your work?
6. Did you, or do you plan to disseminate information about your project and in what ways? (on library website or newsletter, blog, conference presentation, etc.)
7. Please include anecdotes, quotes from participants and photos/videos if available.

**Part 2: Financial Report** (1 page)

1. Categories of planned expenditure (e.g., supplies, books, consultants, marketing, presenters) from your application or approved alternative expenditure request
2. Amount you planned to spend in each category.
3. Amount you actually spent in each category.
4. Brief explanation of differences between 2 and 3.

**Please submit videos or photographs of your project with your end of grant report. Make sure that you have permission from participants to share their images online through Targeting Autism and Libraries and Autism: We’re Connected.**