



LORI Grant Orientation

RI Office of Library & Information
Services

4/22/2021



INSTITUTE *of*
Museum and **Library**
SERVICES

Agenda



Congratulations!



Drawing down
funds



Publicizing your
project



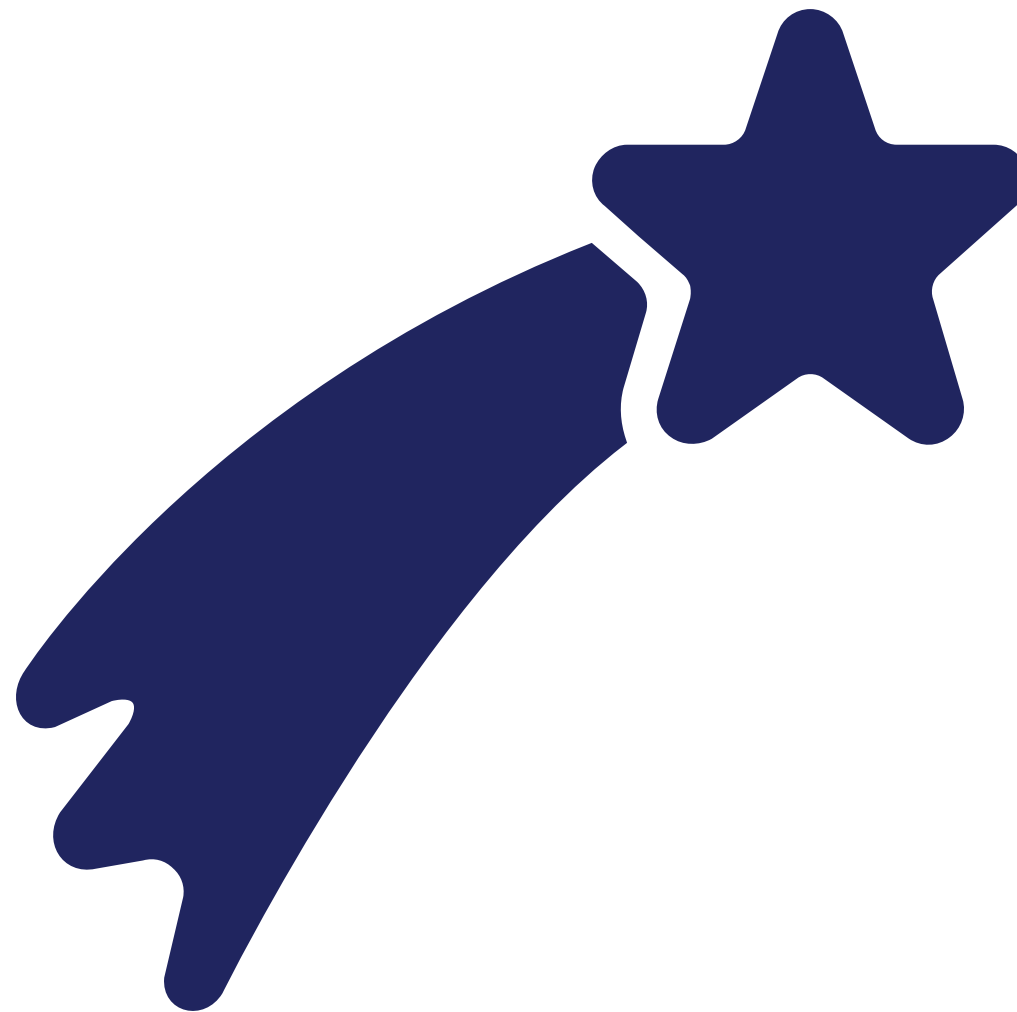
Final report



Q&A



Congratulations!



Drawing Down Funds

- Federal funds
- OLIS will withhold 20% of your project pending final report
- Last day to request funds (less 20%): August 16, 2021
- Inform OLIS on August 16 if entire grant will not be expended
- [Request for Payment form](#)
 - Must download it! Submit as Adobe form
 - Request reimbursement of expenditures or funds to be expended in next 30 days
 - No more than one request in 30 days
 - Final Request for Payment: submit with report, check final payment

Publicizing Your Project

- LORI Grantee [Communications Kit](#)

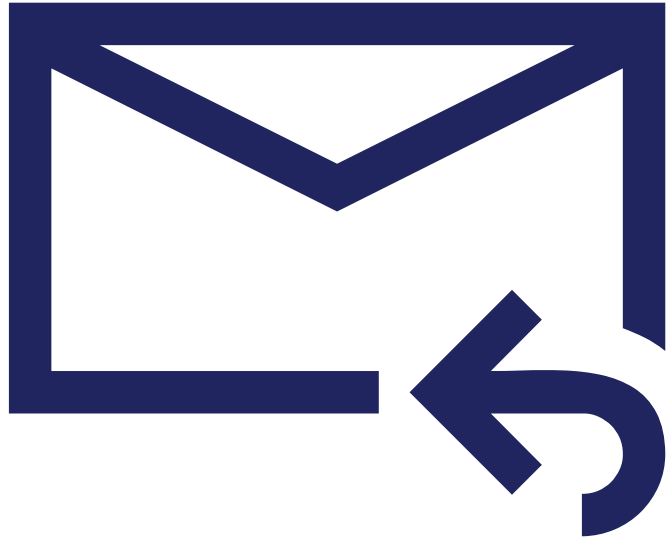
Final report

- Activities include:
 - Programs
 - Outreach events
 - Content acquisition, digitization, creation,
- Outputs: Record as you go to capture everything
- Outcomes:
 - Outcomes are changes to behavior, knowledge, awareness, access and attitudes
 - [Project Outcome](#) or IMLS survey for public programs



Keep OLIS Updated

- OLIS staff member assigned as primary contact
- Mid-grant check-in: how's it going?
- Inform OLIS of any challenges, problems, delays in receiving equipment, etc.
 - Regular updates on any problem areas
- If anything needs to change (project design, expenditures), contact OLIS BEFORE making changes (changes must be approved)
- Invite OLIS to events, share your successes



Questions?

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