



**Final Evaluation
PROFESSIONAL DEVELOPMENT**

PROJECT INFORMATION

Subgrantee:

Project Number:

Project Title:

Program Fiscal Year:

PROJECT NARRATIVE

1. Briefly describe how this subgrant affects the library's ability to attend events and provide training to staff

2. What training events were attended using these subgrant funds?

3. Actual number of training events attended by staff:

4. Actual number of "in-house" training events provided by the library:

5. Actual number of staff attending training events:

**6. Anecdotal information on the benefits of the training - two (2) pieces required
(related to the ability of the library to deliver better service)**

7. Anecdotal information from any staff attending training - two (2) pieces required
(related to staff's personal ability to deliver better service)

PROJECT BUDGET INFORMATION

Enter the total amount spent in each category

| Registration | Contract Trainer | Mileage | Lodging | All Meals | Other |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

LSTA Award Amount

LSTA Funds Expended

Total Expenditures

Local Funds Expended

REPORT CERTIFICATION

CERTIFICATION - SUBGRANTEE: I certify to the best of my knowledge and belief that the information provided herein is true, complete, accurate, and that outlays were made in accordance with the grant agreement and payment is due and had not been previously requested nor is this request in excess of disbursement needs. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812

Library Director, Signature

Print Name

Date

Email Address

To submit the Final Report

1. Complete the report electronically
2. Print out and sign report
3. Submit to MLC by email or mail
4. Completed report due by **August 29, 2026**

Email

To: grantsprog@mlc.lib.ms.us
Attach report as .pdf file
Subject: **LSTA Final Evaluation**

Mail

Mississippi Library Commission
Grant Programs
3881 Eastwood Drive
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