GSC Grant Administration Webinar:
Evaluation and Reporting for grantees

Brian Russell, Project Director, ALA PPO
Francisca Fils-Aime, Senior Evaluation Coach, PIE Org
Grant Requirements

- Host at least **one discussion program per book**
- Discuss the humanities content of each book
- Offer the programs **described in proposal**
- Reach at least 8 teen readers
- Give books to teen participants to keep
- Submit a pre-program log and final report to ALA
Reporting

• Grant term: August 1, 2023 – May 31, 2024
• Pre-program log due August 1
• Final report due: 30 days after last program, OR June 28, 2024 (whichever comes first)
• Report should be completed incrementally – as programs happen
• ALA will send report reminders
ALA Apply
https://www.grantinterface.com/Home/Logon?urlkey=AMALA
<table>
<thead>
<tr>
<th>FORM NAME</th>
<th>ASSIGNED TO</th>
<th>AWARD / INSTALLMENT</th>
<th>DUE DATE</th>
<th>STATUS</th>
<th>EDIT/VIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEH GSC_2023_Grant Acceptance Form</td>
<td></td>
<td>Overall Award</td>
<td></td>
<td>Complete</td>
<td>View</td>
</tr>
<tr>
<td>Addendum: NEH GSC_2023_Grant Acceptance Form</td>
<td></td>
<td>Overall Award</td>
<td></td>
<td>Complete</td>
<td>View</td>
</tr>
<tr>
<td>Pre-Program Log: NEH GSC 2023</td>
<td></td>
<td>Overall Award</td>
<td>08/01/2023 11:59 PM CDT</td>
<td>Assigned</td>
<td>Edit</td>
</tr>
</tbody>
</table>
If your organization information does not appear correct, please contact the funder. Thank you.

- Due by 08/01/2023 11:59 PM CDT.
- Fields with an asterisk (*) are required.

- Introduction and Theme Selection
- I. First Required Program
- II. Second Program
- III. Third Program
- IX. Additional Programs
- X. Confirm Budget
- XI. Review and Submit

- Due by 08/01/2023 11:59 PM CDT.
# Pre-Program Log

<table>
<thead>
<tr>
<th>First Required Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title (1)</strong></td>
</tr>
<tr>
<td><strong>Program Format (1)</strong></td>
</tr>
<tr>
<td><strong>Program Date (1)</strong></td>
</tr>
<tr>
<td><strong>Presenter (1)</strong></td>
</tr>
<tr>
<td><strong>Location (1)</strong></td>
</tr>
<tr>
<td><strong>Program description (1)</strong></td>
</tr>
</tbody>
</table>
Accessing the Reports

- Visit https://www.grantinterface.com/Home/Logon?urlkey=AMALA
- Log in with email/password used to apply for GSC grant
- You may work on your report, save changes, and return any time
- Preview/PDF version on project web pages
Final Report

Partner Organization
Did you work with a partner organization?
- I did not work with a partner organization.
- I worked with one (1) partner organization.
- I worked with two (2) partner organizations.
- I worked with three (3) partner organizations.

Theme Selection
Please select which Great Stories Club series theme(s) your library hosted.
- Deeper Than Our Skins: The Present is a Conversation with the Past
- Finding Your Voice: Speaking Truth to Power
- Both Deeper Than Our Skins and Finding Your Voice

VIII. Additional Programs

Additional Program-2

X. Narrative

XI. Budget

XIII. Supporting Documents

Review and Submit
Programming Summary

- Book Title Used
- Program Date
- Presenter
- Location
- Attendance
Narrative Questions
1000 characters, maximum

Goals: Tell us how your library defined success when planning your GSC program series. Do you feel that you made progress toward, or achieved, those goals? If so, how did you accomplish this, and if not, what were the barriers you encountered?

Collaborators: Please describe your organizational/community partner(s), the personnel who led or moderated your discussion events, what they contributed to your series, how you worked together, and how your program attendees reacted to them. If your partners provided any feedback on their experience working on the GSC, please tell us about it.
Impact: How did your GSC programs impact your organization, community, and, most of all, the teen participants. Can you offer evidence of a specific benefit(s) accrued by any of these groups? How did you evaluate your programs, and what did you learn? We appreciate any direct feedback from project staff, speakers, partners, and teen participants; you may upload supporting information or examples. We are interested in how the grant affected both teen participants as well as library and community partner staff members.
Areas for Improvement: Please tell us about any challenges you faced while implementing your programs. If you offered a GSC series again, what might you do differently? What might ALA do differently?

Continuation: How will your organization support the work undertaken or expanded through this project? What are your plans for sustaining or building on the support offered to your participants, beyond the grant term?

Additional Information (optional)
Include details about how you spent your programming grant to support project activities. The total amount should add up to $500. Expenses can be grouped by type, for example: speaker honorarium, collection materials, etc. Please provide a brief report of how your library used the grant.

<table>
<thead>
<tr>
<th><strong>Dollar Amount (1)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Expense Type (1)</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Other (please describe) (1)</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Expense Description (1)</strong></th>
</tr>
</thead>
</table>
Use this area to upload:

- Promotional materials
- Photographs
- Media coverage
- Surveys or other evaluation results
Common Challenges

- Staff changes – email to egallaugher@ala.org
- Partner organization challenges – preempt with early communication, be flexible, contact brussell@ala.org if switching partners
- Other (low attendance, reader difficulty) – ask colleagues on list, contact ALA staff, add activities, audiobooks, see tipsheet on engaging teen readers
Promotional Materials

https://www.ala.org/tools/programming/greatstories/resources
Programming Materials

- Essay
- Discussion questions #1 (general questions)
- Discussion questions #2 (book-specific questions)
- Related reading list
- Certificate of achievement for participants (fillable PDF version)
- Certificate of achievement for participants (print and fill version)
- Certificate of appreciation for partners and supporters (fillable PDF version)
- Certificate of appreciation for partners and supporters (print and fill version)
- Webinar: Thematic overview and virtual programming tips, presented by Susana M. Morris (Georgia Institute of Technology, GA) and Ann Skilling (Washington County Free Library, MD)

Promotional Materials

- Poster (with printing crop marks)
- Poster (without printing crop marks)
- Bookmarks (with printing crop marks)
- Bookmarks (without printing crop marks)
- Web banner
- Sample media release form
- Sample press release
- Sample social media prompts and guidelines

See Also

- Tips for implementing a Great Stories Club program
- Tips for working with teen readers facing challenges with reading level and engagement (created for the GSC series “Structures of Suffering”)
- YALSA Research into Resources on Supporting Youth Affected by Trauma
finding your VOICE
SPEAKING TRUTH TO POWER

DEEPER THAN OUR SKINS

The present is a conversation with the past

a reading and discussion group featuring:

[Images of book covers]

[Images of book covers]
Promotional Materials

- Posters
- Bookmarks
- Certificate of Achievement
- Certificate of Appreciation
- Sample press release
- Social media prompts
- Web banner
- Sample media release form
Press Coverage

• Press release template announcing GSC grant. Template is a Word document that you can customize. Edit as needed.

• Other times to reach out to the press? If you have permission, you could invite them a “graduation” ceremony or contact them with a positive story about a teen that relates to the GSC program. Questions? Email us at publicprograms@ala.org

• ALA and NEH funder acknowledgement
Social Media

- #GreatStoriesClub
- Tag @ALALibrary and @NEHGov
- Check GSC website for sample posts, tips, and more
- Know and follow your organization’s (and your partner organization’s) privacy rules.
Evaluation Team

Francisca Fils-Aime
Senior Evaluation Coach
francisca@pieorg.org

Planning, Implementation and Evaluation Org
PIE Process

Prepare
- Document Review
- Listening Tour
- Logic Model
- Evaluation Plan

Develop
- Refine/Create Data Collection Tools & Protocols
- Collect & Analyze Data

Learn
- Progress Meetings
- Data Walks
- Final Report

Build Capacity
Evaluation Questions

1. **What is the impact that Great Stories Club has on adolescents and emerging adult participants?**
   a. ...on their literacy?
   b. ...on their attitudes toward reading?
   c. ...on attitudes regarding the avoidance of future negative behaviors?
   d. ...on attitudes regarding engaging in future prosocial behaviors?
   e. ... on encouraging them to consider "big questions" about the world around them and their place in it, affecting how they view themselves as thinkers and creators?
   f. ... reducing feelings of depression and isolation, and encouraging empathy through peer-based discussion groups?
   g. ... to form important connections with their public library, and their local librarian, as well as local nonprofits (e.g., museums, universities, cultural centers, churches, adult education centers, community centers) for which there is evidence that they can be related to success after incarceration, treatment, graduation, or during other transitions?

2. **How has the Great Stories Club progressed toward further establishing specialized library programming for at-risk youth as a national priority?**

3. **In what ways can the Great Stories Club be improved?**
   a. What are the strengths of the program?
   b. What are opportunities for improving the program?
Data Collection & Timeline

- **AUG 2023**: PIE will schedule observations of library programming. PIE will send libraries language & forms for consent and/or assent.

- **OCT 2023**: PIE will conduct observations and brief focus groups.

- **NOV 2023**: PIE will send libraries electronic 1) library staff surveys and 2) patron surveys.

- **DEC 2023**: PIE will schedule interviews with library staff to be completed by the end of Feb 2024.
Data Collection & Timeline Cont’d

- **Ongoing data collection (patron survey) by library staff**: SEP 2023 – APR 2024
- **Staff completes library staff survey**: Nov 2023 – FEB 2024
- **PIE conducts interviews with library staff**: JAN 2024 – FEB 2024
Contact Us

Brian Russell (brussell@ala.org, 312-280-5298) – programming and reporting requirements

Em Gallaugher (312-280-5057) – shipping (books), ALA Connect, ALA Apply, general inquiries

Hannah Arata (sostman@ala.org, 312-280-5061) – publicity, template marketing materials