



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

**Illinois State Library Literacy Office  
 PENNY SEVERNS FAMILY LITERACY GRANT PROGRAM**

**Third Quarter Narrative Report  
 7-01 to 3-31**

The Third Quarter Narrative Report includes information from July 1 through March 31, and is **due April 15. Submit via email to literacy@ilsos.net.**

Project Number: \_\_\_\_\_

Grantee Agency: \_\_\_\_\_

Person Preparing Report: \_\_\_\_\_

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

**Third Quarter Narrative:**

1. The project is on target to fully expend the grant dollars by June 30 as outlined in the approved budget:  
 \_\_\_ Yes \_\_\_ No If No, explain below and call the Literacy Office prior to April 15 to discuss full expenditure. (Agencies not fully expending grant funds jeopardize future funding.)

2. The number of adults and children proposed in the grant application are enrolled in the program:

	Proposed #	#Currently Enrolled
Adults		
Children		

Do you anticipate meeting the proposed number of families by the end of the grant period?  
 \_\_\_ Yes \_\_\_ No If No, why not?

3. Is the agency on target to meet the number of hours proposed in the application for each category of service?

	Hrs. proposed in app.	Hrs. to Date	Hrs. Anticipated by years end
Adult Education			
Child Education			
Library Services			
Parent Education			
Parent & Child Together Activities			

If No, provide an explanation as to why not for each category.

4. Comments to Literacy Office staff: