



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

**Illinois State Library Literacy Office
ADULT VOLUNTEER 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. At least 75 percent of the number of adult learners proposed in the grant application have been tutored:
 Yes No If No, why not?

3. At least 75 percent of the number of adult literacy volunteer tutors proposed in the grant application have tutored an adult learner to date:
 Yes No If No, why not?

4. Comments to Literacy Office staff: