



JESSE WHITE • Secretary of State & State Librarian
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Illinois State Library Literacy Office
PENNY SEVERNS FAMILY LITERACY GRANT PROGRAM
First Quarter Narrative Report
7-01 to 9-30

The First Quarter Narrative Report includes information from July 1 through September 30, and is **due October 15. Please Submit via email to literacy@ilsos.net.**

Project Number: _____

Grantee Agency: _____

Person Preparing Report: _____

Project Contact: _____

Email: _____ Telephone Number: _____

First Quarter Narrative:

1. The staff members detailed in the approved budget have been hired and are working on this project:
 Yes No If no, why not?

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 recruitment of families progressing as proposed in the grant application?
 Yes No If no, why not?

4. Comments to Literacy Office staff: