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Illinois State Library Literacy Office
ADULT VOLUNTEER 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 at least the amount of hours described in the budget:
 Yes No If no, why not?

2. At least 25 percent of the number of adult learners proposed in the grant application have been tutored:
 Yes No If no, why not?

3. At least 25 percent of the number of adult literacy volunteer tutors proposed in the grant application have tutored an adult learner during this period:
 Yes No If no, why not?

4. Comments to Literacy Office staff: