

## LORI Grant Project Evaluation Guidelines

Evaluation is a central component of a LORI Grant Project. It is an ongoing process that will keep the project on target and let the project staff know if goals are successfully being met, or if changes may need to be made in the project. These Guidelines will assist project directors in completion of the LORI Grant Project Evaluation Tracker and later the Final Grant Report.

### Evaluation

Evaluation: Research that systematically collects and interprets information to assess the worth of a project, program, service, operation, and/or resource.

Evaluation is an ongoing process that includes monitoring planned activities using specific methods to collect information. Throughout the course of a LORI Grant project, the project director should be monitoring the project to assure that:

1. goals are on track and milestones are met;
2. all the resources, including staff and supplies, required to complete the project are in place;
3. project partners are following through on their commitments;
4. planned activities are performed; and
5. OLIS is consulted before implementing any project changes.

### Methods for Evaluation

Any of the following methods can be used to collect and interpret information for evaluation. Grantees can use one, or a combination of, the methods for their projects. Most will use surveys and participant observation.

- Focus Group: A type of research method used in evaluation involving a small group of people whose opinions about something are studied in order to learn their opinions that may be expected from a larger group.
- Interview: A type of evaluation method in which information is verbally interchanged between two or more persons.
- Participant Observation: A type of evaluation method where project staff views an activity or set of activities and records what they see; project staff also may participate in the activity or set of activities.
- Survey: A type of evaluation method involving a series of the uniform set of structured questions asked of respondents in collecting information. These include the Project Outcome surveys and the IMLS surveys.

### Activity

Activities are actions directed towards achieving a project goal involving programs or presentations, instruction, content creation, and/or procurement. (Procurement applies only to projects with a primary goal of procurement, e.g., a collection of ebooks.)

### Target Audience

The project should have *target* beneficiaries its accompanying activities. *Grantees are not required to ask actual participants to identify which categories they identify with.* Answer the following questions based on who the project's target audience was.

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Use the use the Tracker to select applicable choices below

Is the activity for a targeted group or for the general population? If general population, stop here. For targeted groups, continue selecting applicable categories.

Which best describes the geographic community of the targeted group? (you may choose one or more)

- Urban
- Suburban
- Rural
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Select one or more of the following activity target age groups.

All Ages	13-17 years	50-59 years
0-5 years	18-25 years	60-69 years
6-12 years	26-49 years	70+ years

If the activity is directed at those in one or more of the following economic situations, select one or more.

- People who are living below the poverty line
- Unemployed
- Not Applicable

If the activity is directed at ethnic or minority populations, select one or more

- Asian
- Black or African American
- Hispanic or Latino
- Not Applicable

Is the activity directed at families? Yes/No

Is the activity directed at intergenerational groups (unrelated individuals, not families)? Yes/No

Is the activity directed at immigrants/refugees? Yes/No

Is the activity directed at those with disabilities? Yes/No

Is the activity directed at those with limited functional literacy or informational skills? Yes/No

Is the activity directed at groups that fall into a category not already captured? Yes/No  
If yes, describe it in the Tracker.

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### Outputs

Grantees **must** count the project outputs. Outputs are the programs and services the library provided. They also include the level of participation in those programs and services, e.g., a total of 10 children participated in 2 summer learning programs.

### Outcomes

Outcomes are the effect of programs and services/change in individuals' lives and in communities and create a change in knowledge, attitudes, skills, behaviors or conditions. Outcomes can be collected using any of the methods listed in Methods for Evaluation.

Anecdotal evidence, a form of participant observation, can be included in the outcomes. Anecdotal information can be verbal or written comments made by participants or observations made by project staff (e.g., Children were eager to participate in hands-on programs or a program participant checked out a book from the activity-related book display.)

A project may have a different effect than the one you intended. If the project did not have the intended effect, describe why you think it did not.

Describe how people responded to project activities or content produced by the project. If there were programs, provide meaningful examples of audience response during or after the programs. If the project's participants produced digital content (e.g., a film) or other products (e.g., 3D printed objects) and there was a presentation, provide examples of how attendees responded to the content. Include direct quotes when possible.

Include any unexpected benefits, such as participants requesting that the program be offered again.