**Final report template**



**Final report template**

Reporting must be completed online using our online application platform. You may find it easier to complete this template first, then cut and paste your answers into the system. Following the completion of your project, we will also ask for a case study in a format of your choosing. The case study should include testimony from a library user/ users that benefitted from the outputs of the project.

|  |
| --- |
| **What have you achieved?** Up to 400 words  |
|  |

|  |
| --- |
| **What have been the challenges?** Up to 300 words |
|  |

|  |
| --- |
| **What have you learnt?**Up to 300 words  |
|  |

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| --- |
| **What has been the impact on online presence and access for users?** Up to 400 words |
|  |

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| --- |
| **How has the activity has contributed towards the digital capacity of your service?** Up to 400 words |
|  |

|  |
| --- |
| **How many people have engaged with this project?** Please feel free to provide detail explaining how this figure has been calculated.  |
|  |

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| --- |
| **If your activity focused on join online, how many people joined the library using your new join online functionality?**  |
| Since the new functionality was implemented |  |
| Overall online join ups in 2025/26  |  |
| Overall online join ups in 2024/25  |  |
| Please feel free to provide any additional information about the above figures.  |
|  |
| In terms of web stats, how many sessions has the join online pages on your website achieved since launching?  |
|  |

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| --- |
| **If your activity focused on enhancing your library offer through virtual tours, events platform or other, how many people have viewed the feature?**  |
|  |
| Please feel free to provide any additional information about the above figures.  |
|  |

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| --- |
| **If your activity had a registration element e.g. event sign-ups, how many registrations have you received since the feature or platform launched? (please specify which feature or platform)**  |
|  |
| Please feel free to provide any additional information about the above figures.  |
|  |

|  |
| --- |
| **If your activity focused on creating a new feature or offer how many impressions have you achieved since it launched?**  |
|  |
| Please feel free to provide any additional information about the above figures.  |
|  |

**Income for this activity**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Original income  | Final income  | Income notes |
| Grant programme award  | £ | £ |  |
| If applicable, any other income received for this project  | £ | £ |  |

**Expenditure for this activity**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Original expenditure  | Final expenditure  | Expenditure notes |
| Subscription and/or software costs (up to 12 months)  | £ | £ |  |
| Internal staff working directly on the creation of the asset | £ | £ |  |
| External professional services used to directly create the asset | £ | £ |  |
| Asset purchases e.g. hardware   | £ | £ |  |
| Other capital costs | £ | £ |  |
| If applicable, other costs  | £ | £ |  |

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|  |

I confirm that expenditure for this project has been capitalised on our organisation’s balance sheet (Please check the box)

**Your feedback is important to the LibraryOn team. Please let us know how we did.**

Thinking about the grant you have received from us, how did we:

1. **explain about eligibility to apply for funding?**

|  |  |
| --- | --- |
| Very well  |  |
| Well  |  |
| Neither well nor badly |  |
| Badly |  |
| Very badly  |  |

1. **explain the application process?**

|  |  |
| --- | --- |
| Very well  |  |
| Well  |  |
| Neither well nor badly |  |
| Badly |  |
| Very badly  |  |
|  |  |

1. **manage your application for funding?**

|  |  |
| --- | --- |
| Very well  |  |
| Well  |  |
| Neither well nor badly |  |
| Badly |  |
| Very badly  |  |

1. **respond if you contacted us for advice or information?**

|  |  |
| --- | --- |
| Very well  |  |
| Well  |  |
| Neither well nor badly |  |
| Badly |  |
| Very badly  |  |

**Please let us know if you have any other comments**