Projects are strongly encouraged to document their projects – for example, by keeping copies of articles about the activities, photographing workshops, interviewing participants, and so on.

Projects are also encouraged to report on the outcomes of the project, for example by presenting a paper at their own national library conference, or by writing a newspaper or journal article.

**Final narrative report**

Projects receiving financial support from IFLA/ALP must make a detailed written narrative report no later than three months after completion of the project. The narrative report should include:

- An evaluation of the project and statement of the impact
- Full financial report
- Additional documentation, for example new translations, workshop materials, video and photos

Reports should:

- Provide an executive summary of the key outcomes of the project that can be used to promote the project on the IFLA website and regional newsletters
- Contain success stories that can be of value for further project applications and for advocacy
- Be concise, and specifically address how project goals have been met
- Account for any variation to the scope of the project or activities
- Contain any examples of media about the project (for example, copies of any newspaper articles about the project or multimedia) where possible

The report shall contain the following:

1. Project outcomes: were the objectives of the project and expected outcomes achieved?
2. Impact: what difference has the project made in meeting needs? The methods used to evaluate the project and a summary of results should be included in the report
3. Cascade training: report on how any cascade or train-the-trainer plans programmes have been implemented, and provide a schedule of any further follow-up activities
4. Participation: who participated in the project?
5. Lessons learned: was the project organised effectively? Did the project make any changes from the original project plan?
6. Financial report: detailed account of project expenses, including any budget variance, in accordance with the agreed budget and signed by the project nominee. The financial report with original verifications (for example, receipts) should be scanned and emailed
7. Promotion: report on how the project was promoted amongst the library community, media, government and decision-makers, and within IFLA
Additional documentation
Copies of any new translations of IFLA materials and any new workshop materials created or adapted for the project will be provided together with the report, for use in future projects in the region and to document the project.

Additional documentation should include:

- A copy of all material produced during the project including multimedia such as workshop slides, photos and video together with any translations of IFLA training materials.

Financial reports
The financial report shall contain the following:

- Detailed account of expenses for each activity in the project
- Accounting for any variation to the project budget
- Original (or scanned) receipts and invoices for all project activities

Any expenditure of project funds that cannot be verified by receipts or invoices must be returned to IFLA. Any remaining funds at the end of the project must also be returned to IFLA.

Project evaluation
All projects should carry out an evaluation to find out whether the project made a difference. What do we mean by ‘making a difference’?

This could be:

- A positive or negative outcome, or outcomes that were either intended or accidental
- A change in individuals, communities, or organisations

Change may be in:

- Behaviour (doing things differently)
- Competence (doing things better)
- Levels of knowledge
- Attitudes (e.g. confidence; valuing library staff)

The type of change or impact that can be measured as a result of ALP projects will depend on the length of the project and the type of project.

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Evaluation of projects is important to:

- Find out whether project goals have been achieved
- Give organisations or associations confidence to build on success
- Raise awareness of the organisation or association
- Measure the effectiveness of the IFLA ALP programme

Steps in evaluating your project:
1. Focus: what are the project goals? What outcome do you want to measure?
2. Indicators: What information do you need to collect to tell you that change has occurred?
3. Evidence: How will you collect this information?

Evaluation of your project should be measurable, realistic, and achievable within the time line of the project.

Ways to collect evidence about the project:
- Statistics
- Case studies
- Interviews
- Survey
- Photos, videos

**Indicators**

The purpose of impact evaluation is to measure change as a result of:

- Evidence of increased skills of those participating in training
- Evidence of further activities and training as a result of cascade training projects
- Evidence of implementation of workshop contents (as topics range widely, and are largely grassroots-led, this indicator must be customized in each country)
- Implementation of plans developed during workshops (eg, strategic plans)

**Submitting your final report**

All final reports and documentation should be submitted electronically to the manager of the relevant regional office, with a copy to: alp@ifla.org.