

2025 Library Federation Annual Grant Report Template Guide

The template provides a structured framework for documenting each federation's 2025 activities, achievements and progress across the 2023–2025 cycle, demonstrating alignment with provincial objectives and each federation's strategic priorities.

PLB is sharing this in a Word document to help you prepare for the online form which is being created now in Simple Survey and will be available shortly.

What's new in this year's template:

- Updated content requests.
- Looking Ahead section: a place to outline the federation's priorities for the coming year and beyond. Connect these plans to challenges or opportunities that will shape your next steps.
- *AccessibleBC* section: a short summary of any activities or strategies the federation has done to support member libraries in meeting requirements under the *AccessibleBC Act* regulations and sector initiatives. This section is optional, if you have information to report, please do so.
- Supporting documents: You will have the option to upload strategic plans, financial summaries, or project outlines when completing the online form.

This report should highlight:

- Key achievements, projects and any programs or initiatives that have system-wide/regional impacts.
- How the work aligns with provincial objectives and the federation's strategic goals.
- Specific activities which support expectations/priorities set out in the federation funding letters which include public library services, advance commitments to inclusion, accessibility, reconciliation, and climate readiness.

Next Steps:

- Use the attached template to start preparing your report. This is for planning purposes only.
 - Later this month, PLB send you the link to the online submission form for final entry into the Simple Survey tool.
 - Reports are due by **March 1, 2026** (under review)
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Please note, this federation report is expected to help demonstrate the impact of your work and will inform priorities under the ongoing funding framework.

The new report template will allow federations to more clearly and easily communicate how funding was used, for what purpose, and the ongoing impacts. The report will provide the ministry with specific insights into how federation grants are used across the province and will support you and the ministry in sharing this information widely. If you have questions about the updated set of questions, please reach out to your library consultant.

Thank you for your leadership and collaboration,