**TGFF Grant Report Date:**

1. Legal name of your nonprofit organization (and parent organization, if applicable):
2. Name and title of the person submitting this report:
3. List any **significant changes** in leadership since your proposal submission.
4. Date on the original proposal application that you are reporting on:
5. Title or Project Name on the original proposal: (abbreviate if necessary)
6. Is this a **final** or an **interim** report? If interim, when do you expect to submit the final report?

# PART ONE, Short Video:

With today’s technology and ease of video recording, we would love to hear directly from you via a short video. With our simplified reporting process, it’s our hope to save you time and enable you to focus on mission related activities. Through experience, we know a short video will do more to inspire our family about your cause than a typed report. Thank you for helping us engage and excite our TGFF family and continue our mission.

Below are some suggestions to **keep it simple**. Since this will be shared with the entire family, be sure to:

* + - 1. Introduce yourself and your organization briefly.
			2. Describe the result of the grant. Some examples are as follows:
				1. Did you hire new staff with the grant? Showcase them.
				2. Did you purchase equipment? Share with us.
				3. Did you institute a new project or program? Tell us about it or show it in action.
				4. Was there something inspiring as a result of the grant? Please share.
			3. Length: Please keep it under 5 minutes, as a general guideline.
			4. Use your smartphone or iPad. Please don’t use resources to produce a professional video.
			5. We love your voices so there’s no need to add music or embellishments.
			6. Please upload to YouTube, Vimeo, Google Docs or Dropbox. Don’t forget to make it public or share it.
			7. In signing this report and sharing the video, you acknowledge that TGFF may share with our partners and family to inspire others. Please ensure all participants have given consent.
			8. Remember, **KEEP IT SIMPLE**.

**Insert link to your video HERE:**

\*Because your grant report arrives back to TGFF as a signed PDF, please also include your video link in the body of your email in case we cannot access the video.

# PART TWO: Narrative

1. According to the milestones and outcomes listed in your proposal, detail what has been accomplished.
* Clearly describe the impact and/or measurable outcomes as a result from the proposal.
* Did you meet your outcomes and milestones as listed in the proposal? For ease, insert the table, chart or spreadsheet from your application with updated dates showing what has been accomplished and what goals still need to be accomplished for this project, including finish times (month and year).
1. Have there been any **significant changes in the financial status or the expected expenditures** from this grant?

Yes or No?
If yes, answer the questions below. If no, move to the next question.

* 1. Include expenditures as compared to your forecasted amount, highlighting the significant changes.
	2. State the reason for change and if this changes the scope of the project.
1. Have there been any **significant changes to your sustainability plan** as outlined in your proposal.

Yes or No?
If yes, please highlight the changes from the proposal.

1. If your organization has multi-year funding, please answer:
2. Funds already received from TGFF
3. Project year (example: year 2 of 3)
4. Remaining funds anticipated from TGFF

**Optional: Share with us!**

* 1. Feel free to share success stories, learning experiences, any challenges experienced or outcomes achieved, even if they were not originally perceived. Share with us! For example: We encourage you to share pictures, videos, and/or stories to help us inspire others.
	2. We value our grantee’s time and energy and are always looking to improve and streamline our processes. We appreciate your feedback and ask that you take a moment to let us know how we might partner with you more effectively. How can we better serve your organization?

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Signature of authorizing person

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Name typed

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Title Date

Please submit items electronically to your grant sponsor and to **grants@tgff.org****.** If there are questions, please call (802) 846-7567 or contact your grant sponsor.