

## Tips for Completing TGFF Online Report(s)

**Previews of TGFF Grant Reports are available:** To prepare for TGFF's online grant report process, previews of the Regular Grant Report and the Interim Grant Report are available at [tgff.org](http://tgff.org) under "grant reporting". Previews are provided to help prepare the submitter for the questions and documents necessary to complete the report.

**Is the online Grant Report considered the final submission?** YES. The online grant report process is different than TGFF's grant application process. TGFF grant reports do not go into a "rough draft" phase. Your online grant report submission will be immediately populated into a final Google Doc and a copy will be sent to you for your records.

**Video link:** Please upload your grant report video link to YouTube, Vimeo, Google Docs, or Dropbox. Don't forget to make your link public or share it. (Videos are not required for TGFF Interim Reports or until the project is final)

**Saving your work:** At this time there is no "save and continue" feature to the TGFF Grant reports. Please use the grant report previews to prepare for submitting your grant report online.

**"Next" & "Previous" buttons:** These buttons allow the user to move seamlessly throughout the online report. The "Next" button allows you to move on to the next page and the "Previous" button allows you to go back. Answers to text fields can be edited after they are entered. Information from page to page will be saved as long as you are currently on the report. If you leave the report or close out of [tgff.org](http://tgff.org), you must select the "Save and Continue" button for your information to be saved.

**"Select file" or "drop file":** This feature allows the user to upload a file directly into the grant report. If you have more than one supporting document to upload to the same text field or grant report section, you can use the "select file" button more than once.

**Text field boxes:** Each text field box has been built unique to the report you are on. Some text boxes show more information than others and some are expandable. Please share with us if you have difficulty with a text box or have any other feedback that would be helpful.

**Progress bar:** This feature shows how much of the report you have left to complete. At this time the progress bar is not fully functional. We are in the process of seeing if

we can code this correctly. Do not worry if, at the end of your submission, it does not indicate 100%.

**What happens when I submit my grant report online?** When you “Submit” your grant report online, your grant report, grant video, and all supporting documents are immediately saved in a Google Drive Folder within TGFF’s internal system.

A pop message will appear thanking you for your grant report submission.

Finally, an email acknowledgment will be sent to you by TGFF’s Grant Team, to confirm that your report is now in the formal review process.

**For grant report tracking purposes, what is the official date of my report?** The date your grant report is signed and submitted online will be TGFF’s official grant report date. Please use this date for your records.

**How do I get a copy of my TGFF Grant Report once it is submitted?** A final copy of your grant report will populate within a Word Doc to TGFF’s Google Drive. TGFF will send you a copy of your Grant Report along with an email acknowledgment that your grant report was officially received. Please keep the copy we provide for your records.

**How do I make changes to my Grant Report after it has been submitted online?** If changes need to be made after submitting your Grant Report, please contact the TGFF Grant team at [grants@tgff.org](mailto:grants@tgff.org). Instructions on how to modify your grant report will be sent to you at that time.

### **Interim Report Tips:**

The TGFF Interim Grant Report is used to report mid-way through a multi-year grant project. For example: if your organization was approved for a three-year grant, you would use the TGFF Interim Report to provide progress in years one and two of the multi-year grant. After the third (and final) year of a multi-year grant, you would fill out the TGFF Regular Grant Report.

No video is required on an Interim Report, however, if you’d like to show us progress through a video you can email the link to your TGFF Grant Sponsor and Grant Team separately.