

## Topfer Family Foundation Grant Reporting Guidelines

The Topfer Family Foundation (TFF) Grant Report form should be used for reporting of both interim program progress and final program outcomes. This form is available on the TFF website at [www.topferfamilyfoundation.org](http://www.topferfamilyfoundation.org) and can also be obtained via telephone or written request to the TFF offices at:

Topfer Family Foundation  
3600 North Capital of Texas Hwy  
Building B, Suite 310  
Austin, TX 78746  
Email: [info@topferfoundation.org](mailto:info@topferfoundation.org)  
Local: (512) 329-0009  
Toll Free: (866) 897-0298

The Grant Report form must be submitted by email to [info@topferfoundation.org](mailto:info@topferfoundation.org), unless otherwise indicated. If unable to submit the form electronically, please mail a hard copy to the address indicated above. No substitute or free-format reports will be accepted, although additional comments and supporting materials are always welcome. Any submitted materials will be considered the property of TFF and will not be returned without prior approval.

Reports must be submitted within the guidelines of the schedule detailed in the grant award contract. If no schedule was specified, then reports are due within 6 weeks of completion of the funded project, or within 6 weeks of the end of each one-year period in which project funding was received. TFF staff will endeavor to remind grant holders of the date that reports are expected, but it is the grant recipient's responsibility to ensure that required paperwork is submitted by the proper due dates. Failure to submit reports within these guidelines may jeopardize future funding opportunities. Any organization with a prior TFF funding history is ineligible for future TFF funding if the associated reports are not on file.

Grantee reporting is an important part of TFF's monitoring and evaluation process, which enables us to become a more informed funder. We rely on your honest responses to help us assess the effectiveness of our grantmaking program. We appreciate your honest appraisal of both the short-term results and the longer-term impact of the project that was funded. Variance from the project plans submitted in the original grant proposal, or failure to achieve the desired outcomes, are not perceived as indicators of project failure, and are often the result of unanticipated challenges during the project. Information about difficulties encountered provides us valuable insight to improve future grantmaking impact in similar program areas. Please provide a candid assessment of the challenges and success/failure of the program. In addition to the required reports, TFF may also request a follow-up site visit to gain greater understanding of the impact the project has made and the challenges that remain.

# Topfer Family Foundation Grant Report Form

## Grant Information

Date of Report: \_\_\_\_\_

Amount of Grant: \$ \_\_\_\_\_

Project title: \_\_\_\_\_

Time frame for which grant was awarded: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Organization name	
Address	
City, state, zip	
E-mail	
Tax ID #	
Executive Director Contact Name/Title	Phone Phone

Have there been any changes to your organization's 501(c)(3) status since receiving this grant?

Yes  No

What is the status of the program?  Completed  On-going  Discontinued

## Original Goals & Objectives of the Grant (2-3 sentences)

## Actual Project Implementation and Use of Funds (one paragraph)

Has the project been carried out as initially intended?  Yes  No

Have the Foundation funds been used as indicated in the grant application?  Yes  No

If the answer to either of the above questions is "No", please provide rationale on a separate sheet.



**If there is a variance between budgeted and actual amounts, please explain.**

**Project Revenue** (List all funding sources for this project. Whole dollars only.)

Funding Source	Amount Committed
	\$
	\$
	\$
	\$
	\$
<b>Total Revenue</b>	<b>\$</b>

**If there is a variance between the actual cost of the project and the amount committed, explain the variance.**

**Optional Attachments**

News clippings, press releases, videos or other recorded media, program brochures/flyers, most recent year-end financial statement. Please include author/artist credits for any submitted materials, so credit may be given if used in a TFF publication or website. Please note that no attached materials will be returned.