

Due Dates & Process

TFF has three grant cycles each year and all TFF Grant programs follow the below timeline except the [Capacity Building](#) grant program. Capacity Building grant applications can be submitted at any time and are considered on a rolling basis.

TFF Grant Cycles

	Cycle 1				Cycle 2				Cycle 3			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Pre-App Due	Jan 1				May 1				Sep 1			
Pre-App Decisions												
Grant Consultations												
Formal Grant App Due			Mar 1				Jul 1				Nov 1	
Funding Decisions												

Pre-App Due:

The Pre-Application requires organizations to provide basic information about their organization and their grant request so that TFF staff can ensure basic alignment with TFF's grant program [requirements](#).

Pre-App Decisions:

After TFF staff have reviewed an organization's Pre-Application, organizations will be notified via email whether they are invited to submit a Formal Grant Application. Formal Grant Applications cannot be submitted without Pre-Application approval.

Grant Consultations:

Organizations should schedule a grant consultation appointment with TFF Program Manager, [Terry Jenkins](#), at least two weeks before their Formal Grant Application is due. Terry will meet with applicants face to face or by phone to discuss their Formal Grant Application. Organizations must submit a draft of their Formal Grant Application to Terry a minimum of 72 hours prior to their grant consultation appointment. Grant consultations will be scheduled on a first come, first served basis.

Formal Grant App Due:

The Formal Grant Application should clearly present the organization's funding need and the outcomes the organization seeks to achieve with a TFF grant.

Funding Decisions:

Each submitted Formal Grant Application is reviewed and analyzed by members of the TFF staff. Final action is taken by the TFF Board of Directors and organizations are notified via email of funding decisions.

Final Impact Report:

If an organization receives a grant award, a Final Impact Report will be due approximately 1 year after receiving the grant funds. The specific due date will be communicated to the organization contact via email and they will receive email reminders to submit the report. The Final Impact Report gives organizations the opportunity to share program/project outcomes and how TFF grant funds were utilized. No future grant applications can be submitted by an organization if the organization has overdue Final Impact Reports from previous grants.