



Subsequent Performance Report

SEMI-ANNUAL PERFORMANCE REPORT

In order to celebrate successes, understand challenges, and standardize reporting guidelines for all of the TMF grant recipients, the following instructions and forms are being provided to report outcomes of projects and programs supported by our grants. As you will note, there are two reporting periods: a semi-annual report and a report at the conclusion of the grant and/or program.

Below is a description of the content for each section required for semi-annual and final reports listed in the order they should appear. Grantees may direct any questions about these reporting guidelines to **Jacki Lammert at 713.899.1973 or jlammert@tmf-fdn.org**.

PERFORMANCE REPORT ORGANIZATION SUMMARY

A. SEMI-ANNUAL REPORTS

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ACTIVITIES AND ACCOMPLISHMENTS

B. FINAL REPORTS

TITLE PAGE

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EXECUTIVE SUMMARY INTRODUCTION

INTRODUCTION

ACTIVITIES AND ACCOMPLISHMENTS

1. Performance Report Contents

A. **Title Page** (required in all performance reports)

The *title page* should contain the following information: Project Title, Project Director, contact information, grantee organization name, address, phone number and e-mail address, total project period, reporting period and date of report.

B. **Table of Contents** (required in final reports only)

A *table of contents* should contain page references to all major sections of the report. List all main headings on the left side and type corresponding page numbers for the start of each heading on the right.

C. **Executive Summary** (required in final reports only)

All Final Reports should begin with a one page *Executive Summary*. The Executive Summary should capture the project's purpose and scope; target population; results/important findings and lessons learned; products developed (including intended use and audience); program and policy implications; and recommendations, if any.

D. **Introduction** (required in final reports only)

The *introduction* should provide a brief overview of the project and any background information that is necessary to understand the project planning strategies, goals, objectives, activities, and findings.

E. **Activities and Accomplishments**

The Activities and Accomplishments section serves as the body of your report. Below we have outlined the areas to be covered for Semi-annual Reports as well as for Final Reports. For each of these reports, grantees are asked to respond to a series of questions. Grantees should organize this section of their report by listing the question, followed by the response.

SEMI-ANNUAL REPORTS

1. What did you accomplish during this reporting period and how did these accomplishments help you reach your stated project goal(s) and objective(s)? Please note any significant project partners and their role in project activities.

2. What, if any, challenges did you face during this reporting period and what actions did you take to address these challenges? Please note in your response changes, if any, to your project goal(s), objective(s), or activities that were made as a result of challenges faced.

3. How have the activities conducted during this project period helped you to achieve the measurable outcomes identified in your grant proposal?

4. What was produced, if anything, during the reporting period and how have these products been disseminated? Products may include articles, issue briefs, fact sheets, newsletters, survey instruments, sponsored conferences and workshops, websites, audiovisuals, and other informational resources.