



Subsequent Performance Report

FINAL 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 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

TITLE PAGE

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.

FINAL REPORTS

1. What measurable outcomes did you establish for this project and what indicators did you use to measure performance? To what extent did your project achieve the outcomes?

2. What, if any, challenges did you face during the project and what actions did you take to address these challenges?

3. What impact do you think this project has had to date? What are the lessons you learned from undertaking this project? **4**

4. What will happen to the project after this grant has ended? Will project activities be sustained? Will project activities be replicated? Are project activities scalable? If the project will be sustained or replicated what other funding sources will allow this to occur? Please note your significant partners in this project and if/how you will continue to work on this activity.

5. Over the entire project period, what were the key publications and communications activities, if any? How were they disseminated or communicated? Products and communications activities may include articles, issue briefs, fact sheets, newsletters, survey instruments, sponsored conferences and workshops, websites, audiovisuals, and other informational resources.

