

TGKVF Grantee Reporting Schedule

Quarter One Grant Cycle (application approved in March)

Report Type	Reporting Period	Due Date *
Check in with Program Officer via Site Visit or Phone Call	April-September	November
Online Report via Grant Portal (Financial Grant Summary Due)	April-March	May 1st

Quarter Two Grant Cycle (application approved in June)

Report Type	Reporting Period	Due Date *
Check in with Program Officer via Site Visit or Phone Call	July-December	February
Online Report via Grant Portal (Financial Grant Summary Due)	July-June	August 1st

Quarter Three Grant Cycle (application approved in September)

Report Type	Reporting Period	Due Date *
Check in with Program Officer via Site Visit or Phone Call	October-March	May
Online Report via Grant Portal (Financial Grant Summary Due)	October-September	November 1st

Quarter Four Grant Cycle (application approved in December)

Report Type	Reporting Period	Due Date *
Check in with Program Officer via Site Visit or Phone Call	January-June	August
Online Report via Grant Portal (Financial Grant Summary Due)	January-December	February 1st

Urgent Need Grant (applications are approved on a rolling basis)

Report Type	Reporting Period	Due Date *
Online Report via Grant Portal (Financial Grant Summary Due)	3 months	90 days after approval

* Full reporting period is twelve months. Final/Yearly report is due one year and one month following grant approval.

* If the due date falls on a weekend or holiday the report is due the next business day

*Check in or site visits should be scheduled within the month that they are due.

* For Multi Year Grantees a Yearly Report is due instead of a Final Report