

## Renewal Request Report Questions

### Overview:

1. The Grantee must complete and submit the Renewal Request Report in order to be considered for a grant renewal.
2. The assigned Program Officer will review the submitted Renewal Request Report and approve or deny the request within 3 business days. *If you have not received a response within 3 business days, please contact our office.*
3. Once the renewal request is approved, our Grants Administrator will open the renewal application for the Grantee. The Grantee has 30 days to complete the application or until the quarter deadline – whichever occurs first. Quarter deadlines can be found on our [website](#), and you have 30 days or until the quarter deadline to submit.

Q: Is my Renewal Request Report considered the renewal application?

A: No, submitting a Renewal Request Report is the **first step** in the grant renewal process.

Q: The Renewal Request Report looks a lot like the Grantee report we previously submitted. Do I still need to fill this out?

A: Yes. Your Program Officer will review the Renewal Request Report and communicate next steps about the renewal process. It is your organization's responsibility to submit a Renewal Request Report. If this report is not submitted by your assigned quarter's deadline, TLLF will not be able to proceed with the grant renewal process, and your organization may have to wait until the following year for funding consideration.

Q: What quarter am I in?

A: Your quarter number can be located in the Grantee Portal on your organization's profile page. You can also find your quarter number on the top right corner of your renewal request.

## Grantee Report FAQs

### Overview

1. The Grantee Report and Acknowledgement Letter are now one combined report due 30 days after your organization receives payment from TLLF.
2. The Grantee must provide an update (based on the past 6 months) and share recent changes, challenges, and compelling anecdotes.
3. The Grantee **MUST** submit their Acknowledgment Letter as an attachment via the Grantee Portal.

Q: When is my Grantee Report due?

A: The Grantee Report is due 30 days after you receive payment from TLLF. All pertinent deadlines associated with your award can be found in your Grant Agreement email.

Q: Can I mail or email my grant Acknowledgement Letter?

A: No. Please upload all Acknowledgement Letters via the Grantee Portal.

Q: What should the Acknowledgement Letter contain?

A: The Acknowledgement Letter should be on your organization's letterhead, addressed to the foundation, and include the following:

- The date funds were received

- The amount received
- A statement that no goods or services were exchanged in return for funding

Q: Is an Acknowledgement Letter required for any discretionary gifts made by TLLF's Board of Directors or staff?

A: Yes. The Acknowledgment Letter should be addressed to the foundation and follow the same format as above.

Q: Do I have to submit a Grantee Report for each installment of a multi-year or multi-payment grant?

A: No. Once you submit the initial Grantee Report (30 days after your organization receives its first payment), you are only required to submit an Acknowledgement Letter for each subsequent payment.

## Grant Agreement FAQs:

### Overview

1. Your Grant Agreement will be emailed to you by your Program Officer. Please note: this email will also include important reporting deadlines and payment dates. Signed Grant Agreements are due 5 days after receipt.
2. The Grantee must upload a signed AND dated Grant Agreement into the portal in order to receive payment.

Q: Who can sign a Grant Agreement?

A: All Grant Agreements require the signature of an authorized signatory under the organization's operating documents.

Q: Do I need to send a hard copy of my Grant Agreement via mail?

A: No. All signed Grant Agreements must be uploaded via the Grantee Portal.

## Match/Challenge Report FAQs:

### Overview

1. The Grantee must complete the narrative questions for their Match/Challenge report, which can be found in the Grantee Portal. The Grantee must also supply Match/Challenge supporting documentation in the form of the Excel spreadsheet template found on our website. Please **do not** PDF the spreadsheet.
2. Match/Challenge report deadlines can be found in the Grant Agreement email sent to you by your Program Officer when your organization's grant was awarded.

Q: Where can I find the Match/Challenge spreadsheet?

A: You can find TLLF's Match/Challenge reporting spreadsheet [here](#).

Q: What kind of donations can I count toward our match?

A: You can review our Match/Challenge FAQs [here](#).

Q: What time period does my match cover?

A: Unless otherwise stated, the match is in effect from the award date of your grant until the deadline provided in your Grant Agreement.

