



PETER & ELIZABETH TOWER FOUNDATION

Reporting Guidelines

In an effort to save grantees time and for the Foundation to better understand your learnings, Tower Foundation now offers grantees the option of completing the narrative portion of the report via phone call or in-person meeting with your Program Officer. Together with a completed financial report, this conversation will meet all interim or final reporting requirements. Your Program Officer will record this conversation for internal use only. Grantees who do not wish to complete an oral report may choose instead to submit a written report along with a financial report, using the same question format below.

Timing

Your interim or final report conversation will be scheduled following your Program Officer's receipt of the written financial report. (As a reminder, your financial report is due two to four weeks following the conclusion of your grant year via the online grants portal.) The conversation itself should last between 30 minutes and one hour. Once the conversation concludes, the Program Officer will work to finalize internal documentation and may follow-up with additional questions. You should hear from your Program Officer within a few weeks to a month if the report has been internally approved.

Conversation Participants

All who are integral to program implementation should participate in the interim and final report conversations. This might include someone on-the-ground delivering services (e.g., a program manager, a development officer).

Questions

The following questions form the basis for a live conversation about your grant. Following this conversation, your Program Officer summarizes the discussion (and his or her recommendations relating to continued funding) in an internal document that is submitted for review and approval. You may be contacted with follow up questions during the review process.

1. Report on original grant performance indicators*:
 - a. How much did we do?
 - b. How well did we do it?
 - c. Is anyone better off?
2. Share your successes from the last year
3. Share your challenges
4. Share your learning
5. Plans for/Changes to the coming year (as applicable)
6. How can The Tower Foundation better support your work? (e.g., elevate issues in the field, connect you with other entities, or help to promote your programs)

**These performance indicators are documented in the online grants portal along with your final proposal.*

Requested Changes

If you are aware of an important scope or budget change that you would like to make to your grant prior to the report deadline, please contact your Program Officer. We understand that the best laid plans may need to adapt to new challenges; we want to be part of the conversation.