Grants Follow Up Report and Evaluation Requirement Tips

Welcome

Welcome to the Tyndale House Foundation Online Requirement (Follow Up Report) Submission Process.

You submitted your application through an online process. Outlined below is information regarding the submission of your follow up requirement through the same online process. This enables us to import it into your original request record and have it readily accessible to our staff and board.

THIS PROCESS IS RELATED TO 2016 GRANT CYCLE ACTIVITY. In most cases you received payment in the summer or fall of 2016. Final Follow up "Requirements" for our 2015 grant cycle are due September 30, 2017.

IMPORTANT NOTE: This email is being sent to the "Online Account Holder" and the "Primary Contact for the Project" that you outlined to us in your original proposal. Usually the person identified as the "Primary Contact for the Project" would be the one with access to the follow up information. However, since circumstances may be different for each organization, you will decide who is responsible for submitting the online form. That person will need the original email and password that was used when the account was opened.

While you may have already sent follow up information via email, this is your opportunity to submit your final follow up requirement.

If you previously submitted 2016 follow up information DO NOT send it as an attachment only. In order for it to be posted into your request record in our database, the information needs to be entered into the answer field boxes provided. You can copy and paste into these fields from your already existing document. There is a place provided to attach things such as photos, financial statements, annual reports or other supporting documentation.

Requirement Tips

- You can use the buttons across the top to move from page to page of the requirement form.
- Some questions are marked with a blue diamond. These fields are required. You will not be able to submit the requirement until they are filled in. You can save the requirement and add items later.
- Since you submitted an application online, some of the information in the requirement has been automatically filled in with the information from your application.
  To protect the integrity of our database please send any changes to the following to us in a separate email for staff to enter directly:
  1. Changes to the "Organization" address, phone #, email and/or website address
  2. If there is a new "Primary Contact for the Request", their name, address, phone #, email
- Beside some of the larger text fields you will see a red check mark which you can click to spell check the text in that box.
- The text boxes with gray dots in the bottom right corner can be enlarged by clicking those dots with your mouse and dragging to the size needed.
- Text from your existing documents can be copied and pasted into the text boxes. If you are transferring a large block of text, you may find it exceeds the maximum number of characters permitted in that box and will have to be edited.
- **Simple formatting of the text transfers more clearly. Avoid automatic bullets and numbering. Manual formatting using dashes and asterisks is best.**

- We recommend that you review this requirement form and print it out as a guide for gathering the information you might need. Simply click on the "Review My Requirement" button or "Printer-Friendly Version" button located at the top of each page.
- At the bottom of each page there is a "Save and Finish Later" button. Please take advantage of this important option and save your work as you go. DO NOT use the "Submit" button at the end until your requirement is completely finished and ready to send to us. You cannot add to or change it after it has been submitted.
- **After each session of working on your requirement you must "Logout" of the "My Account" page using the "Logout" button located on the top right of the page.**
- When you have completed filling in all the information, choose the "Review & Submit" button at the end of the last page. This will allow you to review it one last time and make changes. Then choose the "Submit" button. **This closes it and you can no longer add any information or attachments.** When we receive it you will receive notification at the e-mail address you used to register your username. If this e-mail is not received within six hours, e-mail us.
- Deadline: September 30, 2016

E-mailing Your Requirement to Colleagues

If you need information from a colleague to complete your requirement, you can email them a draft for their review. There is a button at the top of each page for this feature. If you would like them to complete a portion themselves, simply provide them with your "username" and "password" so they can also login and complete some of the questions. When your requirement is finished and does not require any more additions or reviews, use the "Submit" button at the end of the form to send it to the Foundation. DO NOT email a separate Follow Up Report to Tyndale House Foundation.

Attaching Documents

There are opportunities for you to attach documents. To upload attachments, click on the "Browse" button to find and select the document in your digital files you want to upload. Then click on the "Upload" button; The file name of your attached document will appear. If you choose the wrong document to attach, you can click "Remove" and browse for a new document. Please collect photos into a Word or PDF document. Note: total capacity for all attachments is 50 MB.

Submitting Your Requirement

When you have completed filling out the requirement form, choose the "Review & Submit" button at the end of the last page. This will allow you to review it one last time and make changes. Then choose the "Submit" button. This closes it and you can no longer add any information or attachments. When we receive it you will receive notification at the e-mail address you used to register your "username". If this e-mail is not received within 6 hours after making sure you have whitelisted us, you can email us. The submission deadline is September 30, 2016. Click here to learn more about whitelisting our email address to ensure you receive all emails from us.

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Organization and Grant Information

This information is pulled from your original application. If any corrections are needed, please update.
To protect the integrity of our database please send any changes to the following to us in a separate email for staff to enter directly:

1. Changes to the "Organization" address and/or website address
2. If there is a new "Primary Contact for the Request", their name, address, phone #, email

U.S. Organization Name
U.S. Fiscal Sponsor or U.S. Headquarters

U.S. Organization Phone

U.S. Organization Fax

U.S. Organization E-mail Address

Overseas Organization
will be listed if applicable

Primary Contact for Request
Main contact for all facets of the project.

2016 Grant Cycle Activity

Project Title
per your original application

Grant Amount
The number below is read as U.S. Currency with a $ sign and appropriate commas, We are unable at this point in time to reflect that due to a programming issue with our software provider.

Follow Up Report

Follow Up Report Questions

1. How were the Foundation funds spent?

2. In your proposal you included a one page Executive Summary of the specific project, establishing the need and the organization's ability to fulfill that need. Explain how our funding helped you to meet that need.

3. In the Executive Summary we also asked you to include possible partnerships or networks that meet the need your project seeks to address. How do you currently participate in these partnerships or networks? What plans do you have for working together with others in the future?

4. What did you accomplish? Even if you did not accomplish all of your objectives, please tell us what did happen.

5. Sometimes God surprises us by doing something we did not even imagine. If any such thing happened as you developed this project, please describe it briefly.

6. Is there one story that illustrates how God has used this project to further His Kingdom work?

7. What has been encouraging about the project?

8. What has been a discouraging aspect of the project?

9. Are there lessons you learned that will help in the future?

10. What effect has this project has on your ministry? In what ways did it drain your ministry? In what ways did it give your ministry life?

11. Outline your plans to ensure the ongoing viability of the project(s) as well as its maximum impact in your overall ministry. What other sources of funding do you have?

12. What advice would you give to other ministries that are trying to do the same thing? If possible, use examples from your experience.

13. What new trends are your seeing in your area of ministry?

Attachments

Supplemental Follow Up Attachments

Most Recent Audited Financial Statement

In your application you included financial information for the prior year. Please attach the organization's most recent audited Financial Statement as a part of the follow up information.

Most Recent Annual Report

In your application you also included your Annual Report for the prior year. Please attach the organization's most recent Annual Report as a part of the follow up information.

Supplemental Follow Up Attachment Instructions

You may want to include other information.

1. Please collect photos into a Word or PDF format.
2. You may also have information on your website that you would like us to see. In addition to the text required in the question answer boxes, you can refer us to supplemental material on your website.
3. There are places below to attach up to 4 additional documents if you wish. Note total capacity for all attachments is 50 MB.

If you previously submitted 2015 follow up information DO NOT send it as an attachment only. In order for it to be posted into your request record in our database, the information needs to be entered into the answer field boxes provided. You can copy and paste into these fields from your already existing document.

Choose file from your file directory then click the "Upload" button.

Add Supplemental Follow Up Attachment if desired

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