

Talbot Family Network Grantee News

Fiscal Year 2011

Winter 2010/2011

Again this year, Talbot Family Network is publishing a quarterly newsletter for all of its grant recipients. It provides important information to grantees in a consistent format.

Second Quarter Reports

All second quarter program and fiscal reports are due to TFN no later than **Friday, January 14, 2011**. Remember to include your second quarter inventory report and your matrix as well. Please remember to submit reports both by email and hard copy. When completing your reports refer to your contract for specific evaluation/data requirements. If you have any questions please feel free to contact TFN staff for technical assistance.

Review your budget!

Make sure to take some time to review your budget and line items. Does it look like you are on track for spending out all of your TFN funds? If it looks like you may under spend in one line item now is the best time to submit a budget modification request to move funds to other line items. The Budget Modification Request Form is the last tab on the fiscal report excel spreadsheet. Remember budget modifications must be submitted to TFN at least 30 days prior to need and must be approved by the TFN Director prior to spending money in any way that differs from your approved budget.

Site Monitoring

Program site monitoring visits have been scheduled for the months of December and January. Fiscal Site Monitoring will be scheduled for the month of February. I will be contacting vendors to set appointments that best suit your programs. The site monitoring tools will be sent out prior to the visit. This will allow vendors to know exactly what TFN will be monitoring. If you have any questions about site monitoring please feel free to contact me at any time.

Satisfaction Surveys

As part of your funding requirements with TFN, many programs are asked to distribute and collect satisfaction surveys. When submitting survey results with your quarterly/end of year reports, be sure to include the following information:



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410-822-2670 (fax)

1. The actual number of surveys distributed and the actual number of completed surveys returned.
2. A record of the efforts made to collect survey data and any activities that took place to help increase the rate of return.
3. Data should be reflected in both numbers and percentages. For example, if you have 11 out of 15 participants who answered “yes” to a specific question, then you would report that 11 responded “yes” which is equal to 73%.
4. Submit a blank copy of the survey being administered. Report results for **all** questions asked on the survey.

If you have questions regarding surveys or need help to develop a satisfaction survey for your program please contact me at any time.

Note: Again this year, TFN will provide satisfaction surveys to all funded after school programs.

Dates to Remember

TFN Board of Directors meets monthly. The board does not meet in December. Meetings are open to the public and begin promptly at 2:30 pm. Contact TFN staff for meeting locations and information.

Upcoming Board Meetings

- * January 10, 2011
- * February 14, 2011
- * March 14, 2011

The TFN office will be CLOSED on the following dates:

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|---------------------|----------------------------|
| * December 23, 2010 | Christmas Eve Holiday |
| * December 24, 2010 | Christmas Day Holiday |
| * December 31, 2010 | Holiday for New Year’s Day |
| * January 17, 2011 | Martin Luther King Jr. Day |
| * February 21, 2011 | Presidents Day |

Wishing you a Happy Holiday Season!



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