

THORNTON ASSISTANCE FUNDS



GRANT REPORT GUIDELINES

Organizations that receive a grant through the Thornton Assistance Funds (TAF) shall complete their Thornton Assistance Funds Grant Report online to share with us the impact this funding has made for their organization and/or program. The dates funded by this grant are January 1, 2022 through December 31, 2022. Even though funding is not awarded until May/June, organizations can retroactively apply the grant starting in January of the grant year.

Grant Report Format:

The 2022 TAF Accomplishment Report is due by **5 p.m. on January 13, 2023**. All organizations that received a grant in 2022 will receive an email that includes the link to the reporting site. Organizations can also access the TAF Report online at gocot.net/Connections. Organizations will be required to login or set up a Thornton Common Login to complete the report. By submitting your report, you are certifying that the information is true and accurate. **Agencies that fail to submit this report by the deadline will not be eligible for TAF in 2023.**

Login Directions:

- Existing users can login the database using your previously created username and password to complete your accomplishment report and submit your application. Please follow the steps to get started!
- To login visit: <https://csquared.thorntonco.gov/>.
 - To register as a new user, click on “Register” and follow the steps to create your account.
 - You will then receive an email in your inbox with a link that states “Confirm your email.” Make sure you click on the link to confirm your email address.
- Once you are logged in under your Thornton Common Login account you can click on C² and choose “Start a Thornton Assistance Fund (TAF) Accomplishment Report.” Select the “2022” year.

Report Content

- Contact information
- Details of the 2022 award
- Results/Outcomes – Number of unduplicated clients and/or residents served
- Lessons Learned
- Future Plans
- Other Comments

Financial attachments are **not required** with your TAF Grant Report.

You will receive a confirmation message once you submit your report. If you do not receive a confirmation, please contact us.

If you have any questions or need technical assistance, please contact Tina Kidd at 720-977-5814 or email Tina.Kidd@ThorntonCO.gov.