

Nurturing Your Nonprofit: Grant-writing and Fundraising

Friday, November 3rd
1- 4:30 pm

Grant Management Best Practices
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What to do after the celebration

- Yes, Celebrate! Let people know you received funding (co-workers, colleagues, supervisor, employees, clients).
- Contact papers, put it in newsletters and always acknowledge the funder unless they specifically ask not to be acknowledged.
- Send a “Thank You”/Sign the contract.

Read and re-read the grant application, instructions and guidelines.

- Develop a work plan and/or review the work plan included with application to ensure compliance with the application requirements.
- ✦ Identify Key Components need to include in reports/reviews/audits: Financial, Outcomes, Timeframes
- ✦ Create tracking system(s) - forms and procedures, financial statements

Inform/Train Partners (all who are involved with the grant)

- Meet with “advisors” (supervisor, accountant) - review proposal budget, donor requirements; establish separate financial account, develop policies & procedures
 - ✦ Policies should be written and up-to-date
- Share application with partners, review requirements, deadlines, procedures for implementing the grant, etc.
 - ✦ Be sure partners know required policies, legal requirements, state and federal laws. (sexual harassment, discrimination, proof of eligibility, use of funds)

Spending the Funds

- Be well informed on limits to use of funds/
Direct Costs vs Indirect Costs)
 - * Cost reimbursement vs receipt of funds
upfront
 - * Timeframes/dates
 - * Proof of purchase requirements-timesheets,
copy of receipts, cancelled checks
 - * Specific eligibility requirements stated in grant
application and/or instructions

Monitoring and Reporting

- Should be included in the Work Plan
 - * Grant Requirements - what data is needed (outcomes, financial) and how often
 - * Other data may want to track: increase support for the program; request additional funding; determine success of the program; identify areas for change

Juggling Grants

- If applying for more than one grant or if funded by several grants, develop a tracking system that includes:
 - * Contact Info: Funder's Name, Contact Person/Title, Address, Phone/Email, Website
 - * Grant Info: Application Title & Purpose, Amount Requested, Due Date/Date Submitted, Date of Notification/Follow up contact
 - * Tracking Info: Thank You/Contract Signed; Reports Due

WHY Grant Management

- Best Practices
- Ensure Regulatory Compliance
- Define Roles and Responsibilities
- Prepare for Site visits/Audits/Reporting
- Provides Feedback/Planning/Support
- Apply for future grant funding