

Tips for Grants Management

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Tips for Grants Management



Congratulations!
You were awarded the
grant.



Now what?

Tips for Grants Management

When you first receive notice -

- Never pass up an opportunity to say thanks.
- Do not forget to thank the funder (and board members or staff if they gave you any “extra” help
- Follow up with those who provided assistance – partners, LOS, data, etc.
- Celebrate with board and staff

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Read the award letter and contract carefully

- *Especially when there has been a long wait*

- Changes to time line
- Changes to outcome expectations
- Changes to funding amounts or categories
- Immediate reporting requirements
- Restrictions on subcontracting

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Set up a tickler file for all required reporting

- Give yourself enough lead time with the reminders
- Give those from whom you'll need information or data enough lead time
- Funders DO talk to each other – don't blow it!



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Set up tracking system

- *You don't want to be recreating evidence after the fact.*
- Review your original evaluation and benchmarks
- Include appropriate staff and partners
- Throughout the year, save photos, articles, materials related to the project.
- Collect quotes from project recipients or participants

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Set up expense tracking appropriately

- Include your finance/bookkeeping staff from the beginning – it's difficult to recreate detail
- Know and follow “wiggle room” allowances
- Document requests for changes and approvals



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Develop media plan

- Not all grants warrant a media release – if not, do celebrate internally
- If sending media release – run announcement by funder for accuracy and quote
- Invite funder to media conference – but give them a heads up
- If not a full-blow media release, prepare a short fact sheet and paragraph announcement to use internally and with partners

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Develop “plan of contact” for funder

- A few funders just want to “give the money and run”
- Most like to hear about and see what they helped fund
- Include them events, newsletters, share letters from recipients – make them glad they funded your project

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Never pass up an opportunity to make the funder look good

- Read contract/materials carefully for any PR requirements or restrictions
- Show the funder you’ve given them publicity
- Ask for permission to use their logo
- But please – get it right!

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And -

- Use grant award as inducement for other fundraising.
- If pass-through dollars – make sure recipients know where the dollars came from; help and encourage them to show appreciation.

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Homework Assignment

Often you would write a press release to announce a grant award. You don't have to prepare an actual release, but find a source of information about "how to write a press release" and provide a list of five to ten guidelines or "how to's." For example: "press releases are typically double-spaced."