



EFFECTIVE GRANT MANAGEMENT

10 Tips for Grant Management

Grant Management is essential to the success of a project and to receive any future funding. Many funders review and analyze the organization that is receiving funding to ensure they are grant ready. This means organizations have all the policies/procedures, financial system, staff, & other resources in place before they apply for an award.

Here are 10 grant management tips that can help your organization succeed as you manage grants effectively:

1. Reviewing the grants contract carefully-Grants contract will have all the answers in regard to compliance, reporting due dates, payment information, funders' contractual obligations, and grant budget dates.
2. Communicating your concerns with the program officers before proceeding further.
 - a. The program officers are there to help you succeed in your project. If you are unclear about anything communicate with the funder to ensure you understand what is required.
3. Preparing for Team Development Meeting.
4. Making copies of grant budget and having them handy.
5. Creating a grant specific calendar for key dates.
6. Any budget/project change should be communicated with the funder.
7. Reviewing expenses monthly to ensure grant is charged correctly.



8. Sharing the grant expenses report with the Principal Investigator monthly.
9. Funders love to see you progress---share media, links, pictures, or even better invite them for site visits.
10. Record keeping of all expenses, communications is must.
 - a. Electronic records must be readable.

Bonus: Create an Excel master file of all grants include grant name, funder, start & end date of grant, progress & financial reports due dates-1st, 2nd, and final report, and principal investigator, and comments.

This way you will have everything in place instead of looking up grants separately.