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Strengthening Programs.

Empowering Youth.

April 2023

Grant Management 101 for Non-Profit Organizations

Welcome and Introductions

Let's get to know one another

What is one thing you would like to learn today?

Today's Agenda

- Grants & Other Funding Mechanisms

- Grant Management Basics

WHAT ARE GRANTS?

- A grant is an award of money or services that support specific projects or initiatives.
- Various types of entities provide grants.
- Grants may be given to organizations or individuals.

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APPLYING FOR A GRANT

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WHY DO YOU NEED A GRANT?

- Why are you looking for a grant?
- What are you hoping to accomplish, what problem are you trying to solve?
- Do you need money for staff, programs, etc?

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Other Funding Mechanisms

Cooperative Agreement

- Similar to a grant, the cooperative agreement is used to fund a project that will provide a public service. The sponsor typically has a level of involvement and substantial participation in the project. The terms and conditions are detailed in the agreement.

Contract

- A more restrictive mechanism, this is a legally binding agreement between a buyer (agency, County, City, etc.) and a seller (your organization) to provide goods and/or services in return for compensation. The terms and condition are very restrictive and may include additional regulations, expectations, deliverable timelines, submission rules, etc. If deviation occurs or milestones are not met, payment may not be received.

What is a "sponsored" funding?

Externally-funded (sponsored) project, instruction, training, testing, service, or other activities

Project may be designed to solve a problem or for the good of the people/public

Sponsors may be the federal government, state government, local government, nonprofit organization, private industry, foreign governments, etc.

A sponsored project (grant or contract) is not a "gift."

Objective

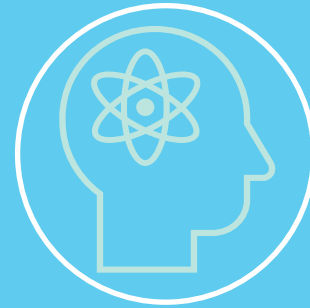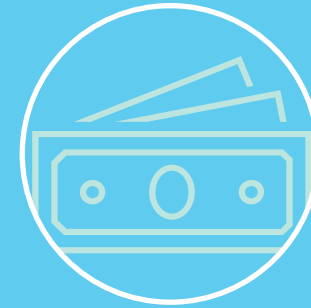Basic introduction to award management for non-profit organizations.

The Players

Your Organization

Sponsor

Clients

Outside Services

Congratulations!
Things to consider once you've been funded!

Review the Award Agreement: Terms, Conditions & Deliverables

Award Agreement

- Contract Number
- Contacts
- Term
- Funds
- Definitions
- Purpose/Scope of Work
- Responsibilities (yours and theirs)
- Reporting
- System Use
- Deliverables
- Payment Process
- Laws, Regulations, Ordinances, Policies, Procedures, etc.

Refer to the Award Agreement throughput the life of the project.

Project Start Up

Kick Off Meeting

Review the Scope of Work and Budget

Review the Project Timeline

Outline the Reporting Deadlines

What are the Start-up Actions – Hiring, Training, etc.

Set up a Project File

General Budget Categories

- Salaries and Benefits
- Materials and Supplies, etc.
- Travel (domestic, foreign)
- Capital Equipment and Non-Capital Equipment
- Rent
- Stipends
- Program Costs
- Administrative Costs/Facility & Administrative Costs/Indirect Costs
- Cost Share

Reporting Requirements

- Monthly, Quarterly, Annually
- Financial Reports/Reimbursement/Invoices
- Sponsor Templates and Guidelines
- Programmatic
- Meet deadlines – they can/will withhold funding

Reimbursement & Payment

- Where's the money?
- Read the contract!
- Invoice Template
- Only allowable costs
- Supporting Documentation
- Deadlines

When Surprises Happen or Unexpected Situations Occur

How do you address the following?

▶ Off track with the budget (over or under spend)

▶ Lack of work/lack of engagement with clients

▶ Unable to meet the project deliverables

▶ More work to do/additions to the project scope

▶ Missed report

▶ Transitions in the project lead or other key staff in the non-profit organization