Grant Administration Strategies
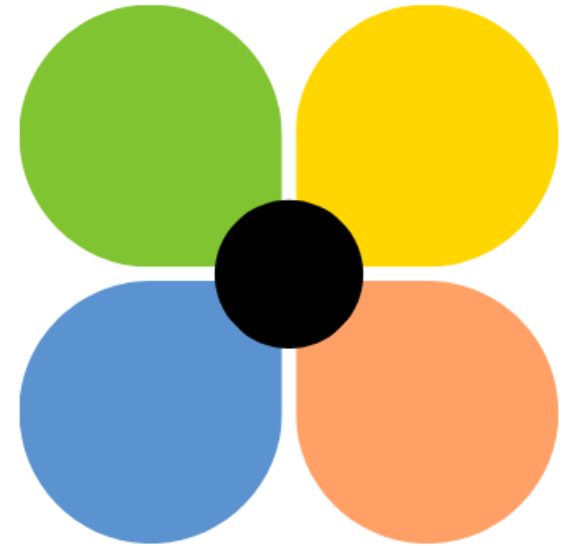July 25, 2024

About This Project

- Rural Placemaking Innovation Challenge

- Columbia County Placemaking Plan

- Implementation Support through September 2024

Learning Objectives

- Keeping track of grants submitted and awarded
- What to do when a grant is awarded
- Organizing the reporting process
- What to do when things go wrong
- What to do when a grant ends

Keeping Track of Grants Submitted and Awarded

- Database or spreadsheet
- Items to track
  - Funder
  - Grant opportunity
  - Amount requested
  - Status
  - Amount awarded
  - Purpose

Key Data for Awarded Grants

- Contract start and end dates
- Amount of award
- Approved budget
- Expected outcomes
- Reporting dates and content

What To Do When a Grant Is Awarded

- Contract review
- Contract file
- Project plan
- Communications

Contract Review

- Start and end dates
- Primary point of contact
- Amount of award and eligible uses of funds
- Applicable laws and regulations
- Reporting requirements
- Recordkeeping requirements
- Finance flow

Contract File

- Electronic and/or hard copy
- Contents
  - NOFO or guidelines
  - Application
    - Final and draft documents
  - Correspondence
  - Award letter and/or contract
  - Reports with backup documentation

Project Plan

- Reverse engineer dates for implementation
- Reporting dates
- Assign responsibilities

Communications

- Notification to stakeholders
- Thank you to funder(s)

Organizing The Reporting Process

- Due dates
- Assignment of responsibilities
- Managing data
- Backup documentation
- Proofreading

What To Do When Things Go Wrong

- Document
- Communicate
- Negotiate

What To Do When A Grant Ends

- Review file for compliance
- Delete or shred date

Questions

How to Reach Me

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