



# Grant Development Training Series - After the Award Notification

The After Award Notification phase requires a significant amount of work, whether you receive a grant or not. If awarded, now the implementation phase begins. If denied, there are key steps to take in order to improve your chances of securing funding in the future.

## AFTER SUBMISSION


You Submitted Your Grant, Now What?

- Confirm the receipt of your proposal - This is especially important if submitting by e-mail, as file sizes and SPAM filters can sometimes block your submission.
- White-list the funder's e-mail - Make sure you do not miss an e-mail from the funder due to your own SPAM filter. White-listing the funder's domain in your email system will prevent your filter from blocking important communication.
- Save all grant documents in an easy to access file - Create a grant folder that contains all of the submission information.
- Save the anticipated award date in your calendar - It can take months from the time you submit a grant until you hear back. If submitting multiple grants, it can be difficult to remember the status of each application. Develop a calendar or set reminders in your existing calendar to track the anticipated award date. This will allow you to follow up with the funder if needed.
- Log the Grant in a Tracking Document or System - Use this [Grant Tracking Document](#) or a similar method to log all of your grant submissions both awarded and denied. This will help you craft a future grant strategy and easily communicate your grant activities in the future.

## THE OTHER SIDE - THE REVIEW PROCESS

- After you submit, a grant application is usually reviewed by staff prior to ensure all the application meets minimum requirements.
- After the grant is determined to be complete, it will then be reviewed based on the funder's priorities and scored. The funder may have follow up questions or request a meeting.
- Once reviewed, the governing body typically needs to approve the funding decisions.

## IMPORTANT REMINDERS

- Do not obligate any funds for the project until you have a signed grant agreement in place.
  - Do not pester the funder with questions during the review period. The review process takes time.
  - If you do not hear back from the funder by the anticipated funding award date, then it is OK to reach out to request an update.
  - Due to the nature of the review process and the governing body's decision making process, award dates are subject to change.
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## AWARD/DENIAL PROCESS

### If Awarded a Grant:

- You will typically receive a notice of award (letter, email, etc). This is not the same as a grant agreement.
- A grant agreement is typically in the form of a contract and includes specific conditions of your award. This needs to be signed by both parties prior to starting a project.
- Some funders do not use a formal grant agreement. In this case, your application serves as your contract.

### If Denied a Grant:

- Thank the funder - Think about long-term relationship building.
- Request feedback, if available.
- Find ways to remain engaged with the funder prior to your next grant application.
  - Invites to events
  - Add them to your communications list (w/consent)
  - Attend the funder's events, if applicable

## FUNDER/DONOR RECOGNITION

Once awarded a grant, be sure to thank the funder! Here are some tried and true ways.

- Plaques with Name Recognition
- Social Media shout outs
  - Facebook
  - Instagram
- Donor Spotlight
  - Website
  - Monthly Newsletter
  - Annual Report
- Thank You Notes (handwritten) or Site Visit
- Appreciation Events and/or Ribbon Cuttings

It is also important to follow any donor recognition guidelines provided by the funder.

## GRANT AMENDMENTS

Significant changes to your project will often require approval from the funder in the form of a grant amendment.

- Review the grant agreement to determine what constitutes a substantial change.
- When in doubt, over communicate with the funder, error on the side of caution.
- Budget Changes - Typically, line item budget changes of 10% or more will require an amendment (unless stated otherwise in your grant agreement).
- Timelines / Grant Extensions - In addition to your budget or planned activities, changes to your grant period will also require approval.
- Save funder communication / approvals in writing.

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## GRANT REPORTING

Grant reporting requirements can vary from funder to funder. Some grants require interim reports, others only a final report. It is important to understand what information you will need to report before starting the project.

### Tips:

- Monitor both your programmatic and financial progress.
- Present your results accurately, even if not as successful as planned.
- Track expenditures in order to spend down your grant award as planned or to identify the need for a grant amendment prior to the end of the grant period. Funders typically do not want money back!
- Plan for possible extensions in advance.

## GRANT DOCUMENTATION

Maintaining proper records is essential for grants. By maintaining well-organized records, you will be able to easily demonstrate that you have utilized funding appropriately and in alignment with the grant's objectives.

- Track Grant Expenditures and Matching Funds - Need to Demonstrate Both
- Accounting - Use a Method of Accounting and Avoid Comingling of Funds
- Keep Records of Data / Evaluation Reports
- Keep Documents Based on Required Document Retention Policies
- Act as if Every Grant Will be Audited!

## CONTINUATION FUNDING

The end of a grant period is just as important in terms of relationship building as the beginning. Keep your long-term relationship with the funder in mind as you end the project or "close out" the grant.

### Tips:

- Clarify Grant Close Out Expectations - Make Sure You Have Fulfilled All Reporting Requirements
- Remember - Your Performance Now Will Impact Your Ability to Secure Additional Funding in the Future
- Maintain a Relationship with the Funder
  - Provide the funder with an annual report or other organizational communications materials (beyond the required grant report).
  - Invite the funder to ongoing events, even when you do not have an active grant award.

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