Your Proposal is Funded!

Think you’re done?

Think again!
Managing the Grant

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Grant Management

In many respects, getting funded is the easier part of the relationship with a funder.
Grant Management

Once you are funded, you must follow through with the terms of the grant.
Grant Management

You must undertake the activities you committed to in order to achieve the deliverables and outcomes you promised with the funds provided.
Want to keep your funder happy?

COMMUNICATE
Grant Management

Keep a copy of the grant application and award handy.
Grant Management

Mark down dates that program and/or budget reports are due.
Grant Management

Review this with the Director of Sponsored Programs, who will provide advance e-mail reminders to help you keep track and stay on target.
The grant-funded activities are going well.

Collect data to document this such as activity photos, testimonials from participants, publicity, published articles or papers, or anything else that is tangible and compelling. This can be a powerful supplement to a typical report.
The grant-funded activities are going well.

Keep the Director of Sponsored Programs apprised of any positive extraordinary occurrences that take place. Sometimes, things of impact happen that provide an opportunity for the Director of Sponsored Programs to contact the Program Officer in order to share good news on an ad hoc basis.
Example

You are being funded to have math majors mentor elementary school students to encourage African American youngsters to pursue math. One of your students is so successful and well-liked that the school offers her a summer job to help with remedial instruction.

Have the student put this in writing and send it to the funder, even if no report is due. Attach a brief “Good News!” cover note.
Grant Management Tip!

Share every success with your funder and they will want to maintain the relationship.
Things aren’t going as planned.

The worst thing to do is to avoid the issue.
Things aren’t going as planned.

Issues typically come to the fore when a report is due. This is when lack of progress, lack of spending the grant money, and/or other obstacles become apparent.
What is the worst thing you can do?

Avoid sending the report because you do not want to look bad.

Honesty is still the best policy.
Remember!

You and your funder are partners in your funded proposal. They want you to succeed so that they, your funder, also succeed.
Grant Management Tip!

- Funders have their own accountability with respect to how they give out funds.
- They have a stake in your success.
Grant Management

If you are having a problem in implementing the grant that you did not anticipate, let the Director of Sponsored Programs facilitate a discussion with the funder. The funder may very well have resources at their disposal which can help you.
Example

You receive funding to collaborate with a consortia of community-based health organizations to address obesity. During the course of the grant, the lead organization shuts down. You are now left with a huge hole in your program and in your deliverables. None of the other participants know of a substitute of appropriate size and scope.
Example

Foundations and government agencies have professional staff who are well-versed in their program areas and have extensive contacts. They can help you find a substitute replacement or, if necessary, help you re-shape the program and provide authorization to do so.
Reporting to Funders

At the time of your award, you will be provided the reporting requirements.

Follow the reporting guidelines.
Accumulate your information as you progress with the grant so that preparing the report will be easier:

- Activities log
- Participants log
- Meeting minutes
- Outcomes
- General ledger for expenses
- Receipts
Reporting to Funders

Submit your report at least one week in advance of when the report is due to the Director of Sponsored Programs so that you have an impartial internal reviewer and time for revision if needed.
Want to keep your funder happy?

- Monitor your budget.

- Spend the money!
Avoid coming to the end of the grant and finding you have a substantial amount of money to spend. It erodes confidence in the need for financial support and in project management.
Want to keep your funder happy?

If you get additional funders to support the activity, you want the funder to know this. They will feel valued as the catalyst and will see that there will be life after their support.
The Final Report

Provide as much documentation as well as testimonial and anecdotal support that together demonstrate the value of the activity.
The Site Visit

Funders often request a site visit to see firsthand how their funded programs are being managed.
The Site Visit

If you receive a call or a written communication informing you of a site visit:

**DO NOT PANIC!**
The Site Visit

When planned properly, a site visit can be used to great advantage, even if there are problems with the administration of the grant.
The Site Visit

Q: What should you do when you find out you will be visited?

A: Call the Director of Sponsored Programs!
The Site Visit

Immediately conduct an internal review of the program. Involve all key individuals in a meeting to dissect what is going well, what isn’t going well, proposed vs. actual timetable of activities and budget.
The Site Visit

Identify the strengths you want to showcase:
- Activity leaders
- Program participants
- Service recipients
- The grant-funded program “in action”
- Documented impact and results
The Site Visit

This is a chance to put a human face on the funded activities. It is a way to connect the funder with students, faculty and the campus in ways that a written grant can never do.
The Site visit

The site visit provides the occasion to begin strategic discussions about any difficulties with the execution of the grant.
The Site Visit offers a chance to learn whether continued support of the grant might be possible or to get a sense of what other programs might be appropriate for funding.
The Site Visit

The site visit enables you to become known as a key informant that the funder could rely upon in the future when they are considering changes in program funding and want external input before re-shaping their policy.
The Site Visit

The Director of Sponsored Programs will facilitate a Site Vast rehearsal in advance of the actual visit. The purpose of this is to decide “who shall say what,” the points to stress, topics to avoid, which students or faculty they should meet, what they should see and what documents to provide the visitors.
The Site Visit

When you are prepared and rehearsed, the site visit can truly take you to the next level in your relationship with your funder. The funder and you will each be better informed about the other and will now have a face-to-face interpersonal relationship that you can build upon.
The Site Visit

One person’s threat is another person’s opportunity.

*The Site Visit is an OPPORTUNITY.*

The Director of Sponsored programs will help you to maximize this opportunity to the fullest!
If there is any kind of wrap-up event, invite them and even make them a part of the program (such as the Program Officer providing a synopsis of the value from their perspective).
Wrapping Up the Grant

Pat yourself on the back for a job well done!

Take a deep breath!

Move on to the next proposal!
Final Words

What you do –
or don’t do –
affects you and your colleagues.

No final report = non-compliance
Non-compliance = automatic rejection
of future proposals submitted by
anyone at Cheyney!
Final Words

The Director of Sponsored Programs is ALWAYS available for consultation.

Keep the Director of Sponsored Programs in the loop so that he is able to keep the funder in the loop and is able to seek additional funding opportunities.
TEAM WORK = SUCCESS

Thank you for your time and interest!

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