

you got the grant,

now what?

post-award administration

Congratulations!

Your grant request has been
approved!

Please submit the following:

- grant agreement
- budget revisions
- copy of the sub-contract
- dates for possible site visit

Don't forget:

- progress reports due in 6 and 12 months
- no budget amendments whatsoever!

Grant requirements

- grant agreement
- reporting
- site visits

reporting

Activities and timeline

- be specific
- be realistic
- report changes
- extensions are possible

Extensions and budget amendments

- extension
- budget amendment
- submit in writing to the Foundation

Budget vs. actual

- track funding
- related to activities, timeline, and budget amendments
- expense and revenue update
- receipts and invoices

site visits

Prep work

- location
- attendees
- key information
- organizational update

evaluation

Planning for Evaluation

- start early
- know your timeline
- use information to make changes
- be specific
- use effective tools
- don't wait

best practices

Communication

- include relevant information
- share the good and the bad
- contact us at any time

Lessons learned

- what worked?
- use of information
- impact on the organization
- continuing the work

Contact Information

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