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

Knapp Community Care Foundation
• Contact:
  • Mel Escamilla
  • mel@knappccf.com

Valley Baptist Legacy Foundation
• Contact:
  • Alberto Espinoza
  • aespinoza@vblf.org