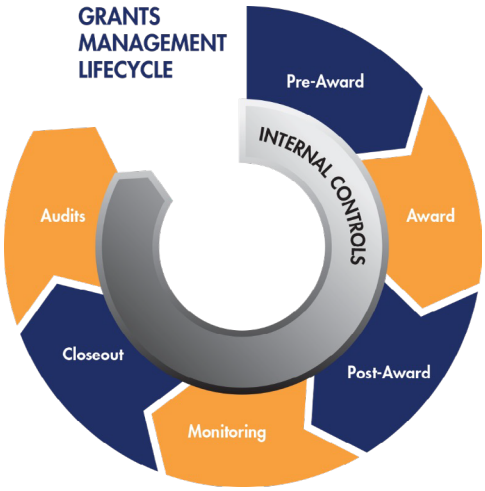
GRANTS MANAGEMENT LIFECYCLE

Grants management involves several stages, each with specific tasks and responsibilities.



Pre-Award

- **Funding Opportunity Announcement:** Identify potential grants that align with your organization's goals.
- **Application Preparation:** Develop a strategy, assemble a team and prepare the necessary documents.
- **Application Submission:** Submit the application on time and follow up as needed.
- **Funder Review and Evaluation:** The funding agency reviews your application.
- **Compliance:** Ensure your application meets all requirements.

Award

- **Notification:** Receive confirmation of the grant award.
- **Agreement:** Review and sign the grant agreement.
- **Funding Obligation**: Understand the terms and conditions of the funding.

Post-Award

- **Implementation:** Begin the project as outlined in the grant proposal.
- **Procurement and Subawards:** Manage purchases and subcontracts.
- **Compliance:** Follow all rules and regulations.
- **Monitoring and Reporting:** Submit progress and financial reports,conduct site visits and maintain communication with the funder.

Monitoring

Ensure grant funds are being used appropriately and effectively and progress is being made.

- Progress and financial reports
- Site visits and desk reviews
- Regular communication

Closeout

- **Final Reporting:** Submit all required final reports and deliverables.
- **Closure:** Ensure all obligations are met, and the grant is officially closed.

Audits

- **Independent Assessment:** Verify compliance and proper use of funds through financia and performance reviews.

Internal Controls

- **Policies and Procedures:** Establish clear rules and processes to manage operations effectively.
- **Training:** Ensure staff are trained in compliance and internal controls.

NGMA
National Grants Management Association