



# Foundation Stewardship

Lara Hall

October 2017



# Hooray! I got a grant!!!

(Wait, there's more?!)



# Grant Agreement



- Read the letter carefully!
- Check to see if it needs to be signed and returned.
- Share a copy of the letter with all relevant staff, especially finance staff.
- Make sure everyone knows when grant reports are due.
- Understand who your contact is at the foundation.

➤ **Say “Thank you!”**



# Get Organized

- Certain documents must be kept on file together for official audit purposes:
  - The original proposal
  - The award letter/grant agreement
  - A copy of acknowledgement of receipt of the payment
  - Financial schedules showing that the funds were expended per the requirements of the award
- Save a copy of everything!



# Communications with Funders

- Why bother?
  - The better educated your key contact is at the foundation, the better your chances for continued investment
  - Educating your funder about the challenges and opportunities facing your organization helps make the funder a smarter investor
  - Communication allows you to manage expectations about grant outcomes



# Communications with Funders

- What is worth sharing?
  - Indicators of success
  - What you are learning
  - Indicators that your organization has gained respect and credibility in the field and/or community
  - What that funder's grant has leveraged



# Communications with Funders

- How should I communicate?
  - Email is best in most cases
  - Make it personal
  - Less is more
  - Call when something truly important has occurred



# Face Time with Funders

- When should you request a meeting/site visit?
  - Your organization and/or programming has moved
  - Your organization is marking an important milestone
  - It is renewal time
  - There has been a major staffing change
  - You are holding a conference or event of interest





# The Grant Report

- Components:
  - Cover page/letter
  - Narrative report
  - Financial report
  - Future plans
  - Additional information



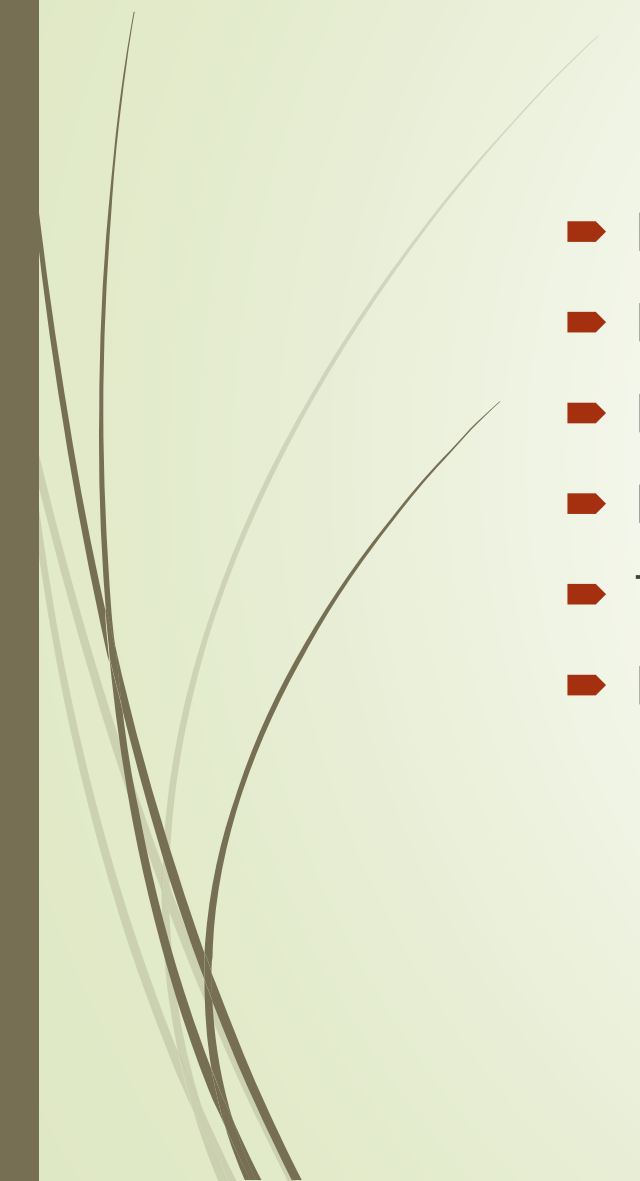
# The Grant Report



- ▶ What do funders want to know?
  - ▶ A description of the project/program supported by the grant
  - ▶ A description of the impact that the program/organization has had on the population served.
  - ▶ Was the program implemented as described in the original proposal?
  - ▶ Is there anything you would have done differently, or is there anything you learned that will change the program/organization in the future?
  - ▶ Did you encounter a change in leadership or a significant management challenge over the course of the year? If so, how was it addressed?



# The Grant Report

- Know what's expected
  - Format matters
  - Deadlines matter
  - Honesty matters
  - Tell a story
  - No need to reinvent the wheel
- 



# The Grant Report – Special Cases

- General support grants
  - Capital grants
  - Endowments grants
- 



# Odds and Ends

- Publicity – always check with the funder before announcing their grant or using their name or logo in your materials
- Changes in staffing – if there is a change in program staff, alert the foundation if they had a relationship with that person; if there is a change in CEO/executive director, alert the foundation
- Unspent funds – contact the foundation to request an extension before the end of the grant period; be ready with a valid excuse and the offer of an interim report



# Questions?

**Lara Hall**

Senior Program Officer  
Blaustein Philanthropic Group  
[lhall@blaufund.org](mailto:lhall@blaufund.org)