



# Foundation Stewardship

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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



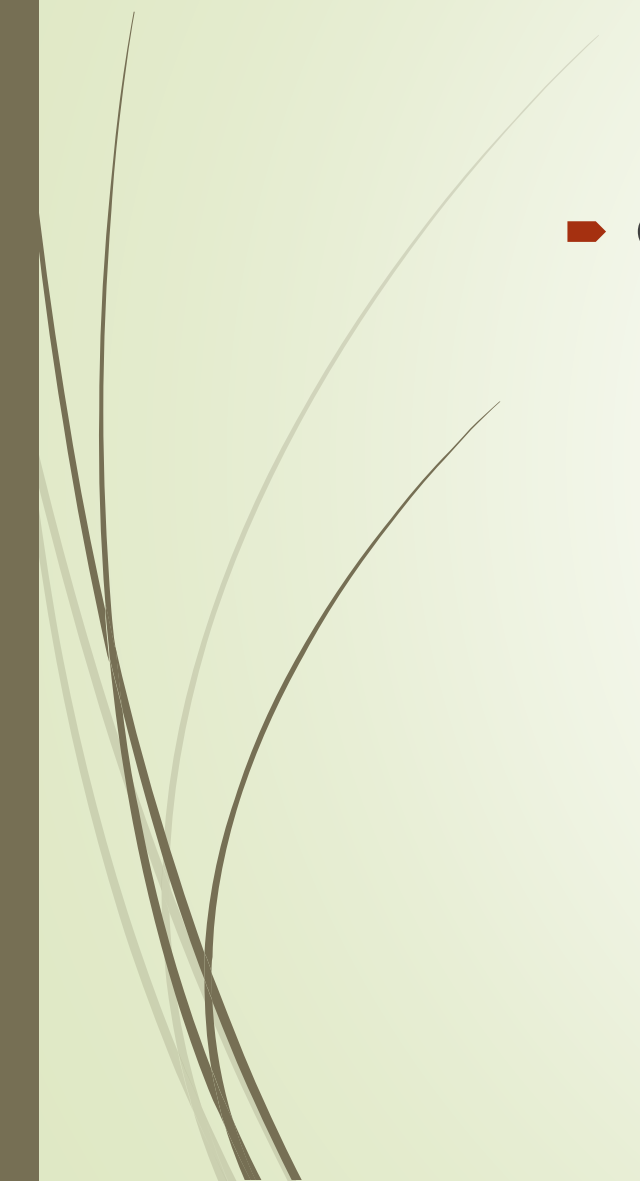
# Face Time with Funders

- ▶ 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
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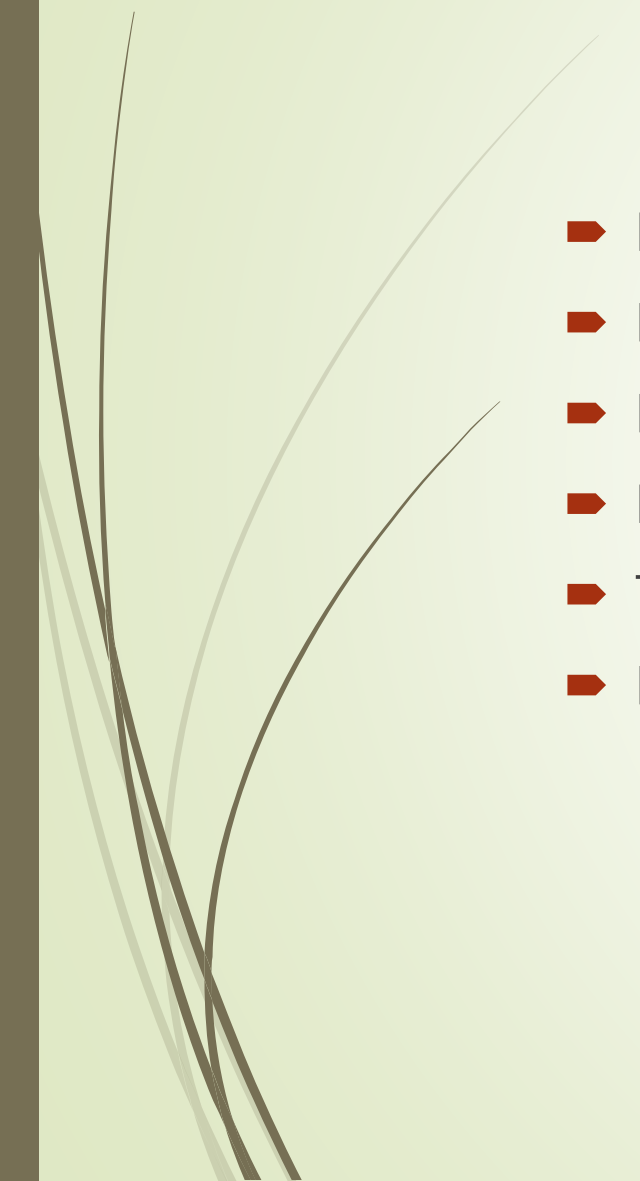


# The Grant Report

- ▶ 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
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# The Grant Report – Special Cases

- General support grants
  - Capital grants
  - Endowments grants
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# 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?

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