



**MONTEREY PENINSULA FOUNDATION**  
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## **HELPFUL HINTS FOR GRANTEES – MANAGING A GRANT**

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After a grant is received, the grantee will carry out the activities it proposed in its grant application. The grantee will need to show the funder that it is meeting its stated objectives and following grant requirements. It is essential that the grantee be accountable for all of the funds awarded to the organization by the grantmaker.

The following helpful hints may help in managing grant awards:

- Read all the materials sent with the grant, including the grant award letter and grant agreement.
- Have the authorized staff person or other appropriate individual sign the grant agreement. Keep one copy for the file and return a copy as required by the funder.
- Notify the appropriate staff/volunteers about the grant award.
- Formally thank the grantmaker by sending a letter signed by the President of the Board of Directors or Executive Director.
- Issue a press release about the grant award after checking with the funder for appropriate wording. Take advantage of this opportunity to obtain some positive press.
- Create a separate file for the grant award and label it with the name and assigned grant number (if there is one) of the project. Put a copy of the grant application, the grant agreement, correspondence, and reporting forms in this file.
- Review the grant agreement with the person who will be responsible for managing the grant award. Make note of any special tasks and deadlines. The responsible individual will need to:
  - Create a grant award calendar and note all reporting dates
  - Review the final report requirements, make note of any information that should be collected, and develop a plan to collect this information
- Maintain a record of income and expenses related to the project. Make sure to use generally accepted accounting practices.
- Send the final grant outcome report on time. If a specific form or format is required, use it. If you are unable to send the grant outcome report on time, request an extension from the funder, explaining why the report will be late.
- Contact the funder if there are any questions about the grant award, a change in the purpose of the funded project, or a need for an extension of the grant.

**GRANTEE RESPONSIBILITIES  
SPECIFIC TO THE MONTEREY PENINSULA FOUNDATION**

1. If a grant is approved, a Letter of Agreement outlining the terms and conditions of the grant will be sent, which must be signed by an authorized management official of the organization and returned to the Foundation. This letter will also contain information regarding arrangements for the awarding of the grant funds for multi-year grants.
2. The recipient of any grant from the Foundation must use the funds awarded for the specific purpose of the original intent.
3. The Foundation requires submission of a Grant Outcome Evaluation Report (report form available on the Foundation's website), including a detailed accounting of all funds awarded. The report must be submitted one year from receipt of the grant or when the project has concluded. New grant applications will not be accepted for review until Grant Outcome Evaluation Reports are submitted for any grants previously awarded to the grantee.
4. If a multi-year grant is awarded, a progress report (submitted on the Grant Outcome Evaluation Report form) is required before additional grant payments are made. Progress reports should be submitted within a year from receipt of the original grant payment.
5. Funds not used in the manner specified in the Letter of Agreement must be returned to the Foundation or be approved for reallocation by the Foundation.
6. Any requests for a revision in use of funds must be submitted in writing to the Foundation and in turn receive written approval.