



GRANTS OFFICE

GRANT ADMINISTRATION

THE MOST CHALLENGING PART OF GETTING A GRANT HAPPENS AFTER IT'S AWARDED.

After all the research, paperwork, writing and waiting, you have finally received your grant. As anyone with grants experience can tell you, a large percentage of the work has just begun.

Administering your grant correctly may be more challenging than creating a winning grant application. Fortunately, Grants Office can provide you with all the services you need to manage your grant effectively and stay in compliance with funders' requirements.

IT'S IMPORTANT TO HAVE DEDICATED GRANT ADMINISTRATION PERSONNEL.

Just as the process of applying for a grant is very specialized, grant administration has its own highly specific set of skills—that are substantially different from those needed to obtain your grant in the first place.

Grants Office has years of experience in the field of grant administration. We understand the rules and guidelines created by grant originators, and we are familiar with all federal and state regulations governing grant administration.

Grant administration is a time consuming and difficult task. Work with Grants Office, and we'll make it seem easy.

OUR APPROACH TO GRANT ADMINISTRATION.

Grants Office starts by helping your organization develop a timeline and a work plan for putting your grant to use. We'll show you how to manage your administration projects, track your progress with activity and financial records, submit records when necessary, and make sure your projects are funded on time.

- Development of plans for matching requirements
- Identification and submission of required forms
- Development of work plans
- Maintenance of accurate records and reports
- Coordination of compliance
- Submission of invoices, vouchers and bids
- Obtaining approvals of grant modifications
- Creation of monthly reports
- Providing closeout documentation

Don't risk compliance issues that jeopardize current and future funding.

