



GRANT PROGRAM ADMINISTRATION – CONSULTING & BUSINESS METHODOLOGY

Our goal is to ensure that the grant is awarded and implemented effectively. We do this through monitoring the application reviewing the process and providing ongoing communications with the applicants. This ensures consistent grant processing, tracking and compliance.

We seek to guide applicants through our 3-Phase Award Process.

1. Pre-Award Phase

- a. This involves everything prior to the award being granted. This includes the contract, planning, budgeting, and design. We work with your delegated project representatives to communicate the grant requirements for each of these items. We assist with the filing the application and most vitally we conduct the review process.
- b. Pre-Award Milestones
 - i. Develop Plan and guidelines
 - ii. Process applications
 - iii. Conduct through Process
 - iv. Submit Application (If Necessary)

2. Award Phase

- a. This is where the grant maker awards the grant and we will coordinate with the awardee on the final agreement and assistance with award funds.
- b. Award Milestone
 - i. Notification of successful application
 - ii. Finalization of legal agreements
 - iii. Facilitate awarded funds

3. Post-Award

- a. Final phase including implementation, monitoring and closing out of the grant program. In this collaborative phase we work to ensure expectations and requirements are met according to what is required by the grant guidelines.
- b. Post-Award Milestones
 - i. Contribute support & Oversight
 - ii. Report results
 - iii. Close out the grant