Your Grant Has Been Awarded!

Congratulations on receiving your grant. There is much to say about grant management and about building and maintaining relationships with funders, colleague organizations, and your community.

The pre-award team would like to take this time to go over next steps that need to take place for your grant to be successful.

1. Thank the funder immediately and graciously.

2. Take time to celebrate with those who helped plan the program and prepare the proposal and those who committed support and resources.

3. Find out if and how the funder wants the grant to be acknowledged.

4. **You may not spend/encumber any funds or begin work on the project until all of the legal paperwork is completed, and your budget is set up in MUNIS.**

5. **Please remember that for 99.95% of all grant contracts, the superintendent is the person who must sign.**

6. Read any documents the funder provides, and review commitments made in your proposal. Be sure you know exactly what is expected.

7. Review the administrative requirements of the grant: funding drawdowns, reporting, record keeping, audits, site visits, etc. Please email Quoya Shegog, grant accountant, or call 859-381-4322 for assistance.

8. Email Jessica Williams, Office of Budget and Financial Planning, or call 859-381-4132 to set up your budget.

9. Review the timeline for the project, update it as needed, and make sure it includes report due dates and anticipates other administrative requirements.

10. Provide the program director with a copy of the grant proposal and updates timeline to confirm that he or she understands record-keeping, administrative, and reporting requirements.

11. Make sure the overseer of the grant, knows which tasks require immediate attention: hiring/assigning staff, acquiring space, reviewing the evaluation plan with the evaluator (if the grant called for one).

12. If your grant calls for data that will be shared with people outside FCPS, please email the Data Research Team to receive the Data Sharing Agreement.