

Creating a Grant File

Grant Management

Maintaining a Grant File

- ▶ **What a Grant File Should Include?**
 - ▶ Grant Application
 - ▶ Grant Assurances
 - ▶ Reporting Requirements
 - ▶ Approved Budget and any Project Revisions
 - ▶ Civil Rights Information
 - ▶ Statistical, Financial, and Programmatic Reports submitted to KGGP
 - ▶ Correspondence with Funder

Maintain a separate grant file for each grant award



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- ▶ **Find a system that works for you**
 - ▶ Three-ring binder with tabs for each item
 - ▶ Accordion file with labeled manila folders for each item
 - ▶ Computer folder containing each item



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- Statistical, Financial, and Programmatic Reports submitted to KGGP
 - ▶ Keep hard copies or PDF files containing all backup documentation for reports submitted to KGGP
 - ▶ Project staff/volunteers' time and activity records
 - ▶ General ledgers
 - ▶ Queried reports from database
 - ▶ Invoices, receipts, etc.
 - ▶ Evaluation results
 - ▶ Create these documents/files when you submit the report

*If a duplicate copy of all backup documentation is not part of the Grant File, then the Grant File must include documentation of the specific location for the backup.



OJP Suggested Grant File

Manila File Folder

