



# CREATING A GRANT FILE

KANSAS GOVERNOR'S GRANTS PROGRAM  
GRANT WRITING TIPS

UPDATED 2022

# 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

# Maintaining a Grant File

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

# Maintaining a Grant File

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

