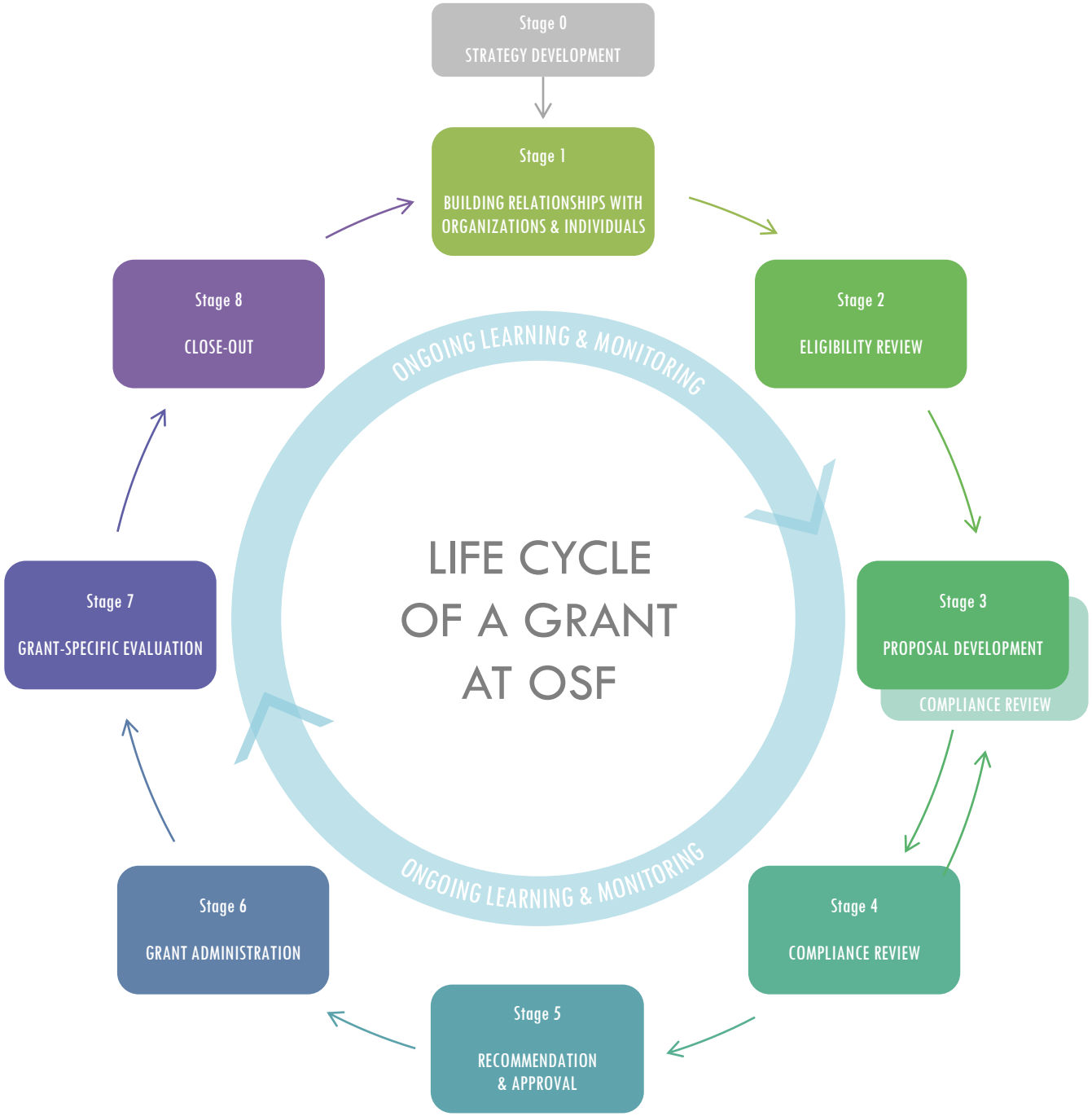

GRANT MAKING SUPPORT GROUP

UPDATED: 6.19.15

LIFE CYCLE OF A GRANT AT OSF

ONGOING LEARNING & MONITORING

COMPLIANCE REVIEW COMPLIANCE REVIEW COMPLIANCE

Stage 1
BUILDING RELATIONSHIPS WITH ORGANIZATIONS & INDIVIDUALS

- Development of relationships with organizations and individuals
- Identify potential grant recipients:
- Scanning the field
- Determine outreach approach:
  - Direct outreach to specific organization
  - Request For Proposals (RFPs)
    - Broad
    - Targeted
- Ongoing organizational monitoring

Stage 2
ELIGIBILITY REVIEW

- Speak with leadership and staff of organization
- Evaluate financial statements
- Gather information on reputation by speaking with relevant actors
- Gather information on presence in the pubic sphere
- Assess overall organizational health & effectiveness
- Submit recommendation for Eligibility Status
- Eligibility Approval or Decline

Stage 3
PROPOSAL DEVELOPMENT

- Determine type of grant
  - General Support
  - Project Support
  - Hybrid
- Determine award term and any special conditions
  - Term
    - Multi-year
    - Contingent
  - Omnibus grants (Co-Funding)
  - Tie-Off
- Communicate with grant applicant
- Review submitted proposal and budget
- Negotiate schedule of grant reports and payments with grant applicant
- Negotiate parameters of assessment and reporting with applicant
- Prepare the grant review (Write-Up)

Stage 4
COMPLIANCE REVIEW

- Initiate process with Legal and Grants Management (*or upon proposal and budget submission*)
  - Compliance with OSF Policy
  - Compliance with U.S. Tax Law *e.g.* Lobbying Restrictions
- Conduct Pre-Grant Inquiry for Expenditure Responsibility grants

Stage 5
RECOMMENDATION & APPROVAL

- Finalize grant reports and payments schedule
- Finalize grant recommendation and submit for review by approver
- Approval or Decline

Stage 6
GRANT ADMINISTRATION

- Liaise with Grants Management to facilitate:
  - Finalization of award terms and conditions
  - Verification of data and documentation requirements to process grant
  - Confirmation of grantee standing to receive an award and payment
  - Sending of grant award letter to grantee
  - Counter-signed grant award letter returned by grantee
- Ensure disbursement of scheduled grant payment

Stage 7
GRANT-SPECIFIC EVALUATION

- Ongoing deepening of relationship and monitoring of grant
  - Communication with grantee
  - Review of interim and final reports and/or other deliverables
  - Communication with other organizations and funders in the field, where appropriate
- Portfolio Reviews
- Grant modifications (if necessary)

Stage 8
CLOSE-OUT

- Final assessment of grant
  - Review final reports or deliverables submitted by grantee
  - Confirm legal requirements are met
  - Approve final reports or deliverables
- Reflect on what was achieved and learned during life cycle of grant and extract lessons
- Request grant closure

ONGOING LEARNING & MONITORING