

Grantee Project Management

Grantee Orientation

Grantees and fiscal sponsors are required to attend the Grantee Orientation before funds are released. The orientation outlines the program staff/grantee relationship and provides support for the implementation of the project.

Implementation

Projects must be completed within one year of the grant award. The 2020 grant period is April 1 through March 31. Program staff is available to provide assistance in successful grant management.

Race Equity and Inclusion Training

The grantee's primary and secondary contacts are expected to attend [The Racial Equity Institute](#) two-day Phase I training held at the Foundation office in Warren within the grant period at no charge to the grantee.

Utilization

Funds that are not expended or committed, for approved purposes during the grant period, must be returned to the Foundation.

Grantee Check-ins

Foundation staff, Resident Council and grantees share the responsibility of maintaining contact: in person, by phone or online. and communication:

- Updating grantee profile on [Community Resource Portal](#)

- Resident Council initiated learning visit
[Learning Visit Review Form](#)
[Learning Visit Feedback Survey](#)
- Grantee initiated learning or event attendance
[Learning Visit/Event Request Form](#)

Share the Learning

At the end of the grant period, grantees share successes and key learning from their projects through either:

- Completion of the [Budget Form](#) and participation in an opportunity to showcase their work or
- Completion of the [Share the Learning Narrative and Budget Form](#)