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 grant period is March 1 through February 28. 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