

# 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.

## Utilization

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

## Grantee Check-ins/Learning Visits

Foundation staff, Resident Council and grantees share the responsibility of maintaining contact 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](#)

## Capacity Building Series

As a way to connect residents to each other and

resources, grantees participate in two Foundation sponsored events scheduled in the Spring and Fall.

## **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](#)