

A Guide to Grant Management

Part One: Getting Started



Grant funding is vital in the nonprofit sector. However, the grant funding process from pre-award to post-award can be tedious and time-intensive if you do not have the proper grant management strategies in place.

LEARN HOW TO START YOUR GRANT JOURNEY ON THE RIGHT FOOT BY IMPLEMENTING THESE APPROACHES FOR EFFECTIVE GRANT MANAGEMENT:

1. Gather Internal Information

A common thread in grant management is staying organized, especially from the beginning. Before seeking funding opportunities, it is important to lay out all your internal information, reflect on your funding objectives, and take stock of your current resources such as revenue and staff capacity and qualifications.

TIP: Preparing this information can also help determine your budget and what to include, such as staff training and additional resources, once it is time to write your proposal.



2. Search for Funding

Once you know your priorities and organizational capacity, it is time to start searching for funding opportunities that match your needs. Popular sites to search include:

[Grants.gov](#) | [Google.org Impact Challenges](#) | [Grant Watch](#) | [U.S. Economic Development Administration](#) | [Candid Foundation Directory](#) (free and paid options) | State/municipal departments for local funding opportunities

TIP: Forming meaningful relationships with partners, stakeholders, and funders can also lead to additional funding opportunities. For example, your nonprofit could be asked to partner on a proposal with other organizations or previous funders could reach out directly with opportunities.

3. Create Funder Profiles

One grants management best practice is tracking key information about different funding sources. Using the information from your research, create a profile for each funder that includes:

Funder name | Website and social media links | Contact information EIN and copies of any relevant tax forms Areas they fund, typical funding range, and funder type | Personal correspondence and a list of your past grant history with them.

TIP: Keep this information in a digitally shared location to allow easy access for all grant writers or seekers in the organization.



4. Track Your Proposals

Remember when we said staying organized is key in grant management? This is where it is especially important. Tracking details might not seem that significant, but according to the [Foundant Technology blog](#), “The ability to track and access dates related to funding requests can make the difference between having a sustainable grant practice and one in which you are constantly running behind, apologizing for missing dates, and losing out on funding opportunities.”

To stay organized, create a shared database to track information such as grant status, relevant deadlines, and submission dates, and the completed application.

TIP: Use grant management software to make tracking even easier. [Check out this list from DonorBox](#) for suggestions about which platform might be right for your organization.

