

FACTSHEET – MANAGING YOUR GRANT

Congratulations! You have received a funding grant. Follow the steps below to effectively manage your grant and deliver your project.

Project Delivery

It is important you deliver the project or activity in the way you described on your grant application form. If you need to change the delivery or project you must contact the funder to discuss this before you change anything. Make sure that you are aware of any deadlines relating to the fund such as monitoring and delivery completion dates. Some funders will be strict on when the fund needs to be spent and if you are not able to spend it by the deadline, you may be asked to pay it back.

It may be useful to have an action plan in place to keep you on top of the project delivery, such as the one below:

Action	Who is responsible	Completion date
Establish which volunteers are available	Jonathan	20th February
Plan the training sessions	Jonathan	27th February
Buy equipment	Anna	5th March
Develop publicity and advertisement	Harriet	12th March

Receipts

If you are the one looking after the finance, make sure you keep a written record of your budget and spending including dates and details. Check that your spending is in line with your grant application and keep all invoices or receipts as you will need them later on. Scan any paper receipts and save them in a folder so that they are easy to find when your monitoring report is due. Also, keep a record of any volunteer expenses and payments.

Monitoring

Collecting feedback from participants after each activity or session is a great way to keep on top of grant monitoring. The data from these feedback forms can be used to improve your sessions and will provide the funder with valuable evidence. If you have a place-based fund, you may want to collect the postcode of participants so you can show where people attending the session are coming from. Have a sign-in sheet for each session so that you can keep track of numbers and have a method of contacting people after the event. Photos, videos and testimonials from participants are also good evidence to collect throughout the project to provide the funder with further information.

Evaluation

This can take place throughout your project as you collect feedback and improve your sessions or activities. At the end of your project, the funder will want to know more about the project outcomes and what you have learned. Make a habit of doing a short write up after each session to help you keep on top of reporting and evaluation.



0161 518 5550

Charity no. 1182039



fundinganddevelopment@buryvcfa.org.uk



[Click here to become a Bury VCFA member](#)

