



**CARAVANSERAI PROJECT**  
SUPPORTING MISSION-DRIVEN LEADERS ALONG THEIR JOURNEYS

# THE CARAVANSERAI PROJECT WEBINAR SERIES

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## FULFILLING A GRANT'S TERMS AND NEXT STEPS

*October 28, 2021*

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Our suggestions are based on our general experience in non-profit management and the public information we currently have. We don't have specific information about your organization or operations. And, as you know, economic and financial situations are changing rapidly. As such, you should not rely solely on our suggestions and should act using your better judgment.



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**WELLS  
FARGO**

This program was made possible in part by the generous support provided by the Wells Fargo Open for Business Fund.

Caravanserai Project is the recipient of a Wells Fargo Open for Business Fund award aiming to provide programs and services that support small business viability through growth, expansion, innovation, and increased productivity.

*Read more about this award.*





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# CARAVANSERAI PROJECT

a hybrid mission-driven venture (501C3 charity) that aims to support mission-driven leaders along their journeys.

- » **Monthly Webinars**
- » **The Breakthroughs Masterclasses**
- » **Strategic Networking and Planning Circles**
- » **SEED Lab Pre-accelerator**
- » **The Jet Fuel Blog**



## UPCOMING OPPORTUNITIES

-  **The Digital Journey Bootcamp For Mission-Driven Organizations - A 3-Workshop Series**  
**/ November 2/5/10, 2021** 
-  **Webinar: DEI for All - For Small/Medium Nonprofits / November 19, 2021** 
-  **Strategic Networking and Planning Circle / Ongoing & On demand** 
-  **Breakthroughs Masterclass on Board of Directors / December 14-15 & January Follow-up**



**"If you're efficient, you're doing it the wrong way. The right way is the hard way. The show was successful because I micromanaged it – every word, every line, every take, every edit, every casting. That's my way of life."**

***Jerry Seinfeld***

***Before we begin ...***



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# **A SUCCESSFUL RELATIONSHIP BETWEEN YOU AND YOUR FUNDERS**



**Communication and trust**



**Honesty and integrity**



**Being upfront**



# WHAT IT TAKES TO QUALIFY FOR A GRANT: **THE BASICS**



## Stay in compliance and **being prepared**

- Licenses and credentials
- Taxes Filing
- Policies
- Insurances that will protect you and your organization from any liabilities



## Make sure you can deliver agreed upon services





***Congratulations! You are a GRANTEE! What's next?***



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## **SETTING UP THE RIGHT INTERNAL PROTOCOLS**

### **Appropriate accounting system**



- New accounts
- Identify expenses
- Generating reports

### **Build your capacity**



- Hire new staff from case and program managers to communication officers
- Designate and clarify responsibilities
- Update job descriptions
- Timesheet - make sure you keep track of the activities covered by the grant.
- Have a backup. Clawback is real!

# UNDERSTANDING A GRANT AGREEMENT



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**Consult an attorney**



**Make sure Grantor knows of any real or potential changes since applying**



**Understanding timeline/milestones**

**Start building your implementation plan/schedule**

# FINANCIAL REPORTING



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**Separate accounting**



**On time, keep it clean and proactive**



**No padding/finessing**



# IMPLEMENTATION

## COMMUNICATION IS KEY, SO IS SCHEDULING IN ADVANCE



### **Establish System of Monitoring and Evaluations**

- Ongoing compliance plans
- Contracts with potential subcontractors



### **Let the grantor know of changes in actual plan and/or expenses**

- Comply with the budget you included in the grant request
- Some grantors are open to changes
- Unrestricted vs. Restricted grants



# MONITORING, EVALUATING & REPORTING IMPACT /



## WHAT DOES THE GRANTOR WANT/NEED?

- Respect the timeline agreed
- Specific metrics/deliverables
- **ACHIEVE IMPACT**



## READ THE RFP & GRANT CONTRACT

- Purpose
- Priorities
- Funding categories and duration
- Reporting
- Performance reports etc...



# MONITORING, EVALUATING & REPORTING IMPACT //



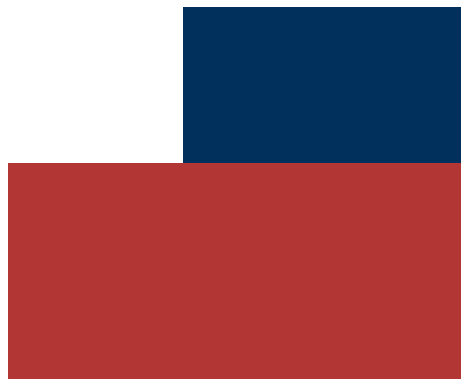
## COLLECTING DATA, MONITORING AND EVALUATION

- **Think long term:** for the grant and for future use
- **MORE** than expected by the grantor



## REPORTING

- Qualitative
- Quantitative



# COMMUNICATIONS STRATEGIES I



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## **Build the brand of the organization**

- Position it on the market
- Raise awareness



## **Compliance: Non-Disclosure and Confidentiality Agreements**

- Permissions & Exemptions
- "Confidential Information"
- Ask for permission



## **Building trust**

- Sharing
- Don't mislead

# COMMUNICATIONS STRATEGIES II



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**Think in terms of potential partnerships**



**Networking**



**Beneficiary experience**







# BUILDING ORGANIZATIONAL WEALTH & REVENUE GENERATING STRATEGIES

## OPPORTUNITIES FOR MORE PARTNERSHIPS/GRANTS



- Strengthen organizational capacity
- Grow the infrastructure
- Think long term: expand your work and advance your impact



## ASK FOR MATCHING GIFTS

- Greater incentive leverage when a non-profit is fundraising



## GENERATE REVENUE

- Services partially covered; beneficiaries could cover some of the costs
- Align with your mission



# THE FUTURE OF FUNDING AND PHILANTHROPY



**Increased funding opportunities**



**Philanthropy current thinking**



**Be prepared**





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**THANK YOU!**



**Q & A**



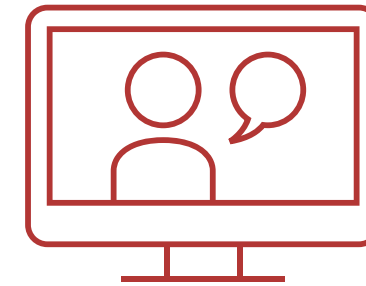


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