



Grant Management Tips

Overview

Effective grant management is essential for maintaining compliance, building funder trust, and ensuring your organization can continue to secure funding. Strong systems help you track how funds are used and avoid costly mistakes.

Best Practices for Managing Grants

1. Clearly Identify Restrictions

- Determine whether funds are **restricted or unrestricted**
- Document allowable expenses for each grant
- Keep grant agreements easily accessible

2. Track Each Grant Separately

- Use separate tracking for each grant
- Assign expenses directly to the correct funding source
- Avoid mixing funds across programs

3. Maintain Accurate Documentation

- Keep receipts and invoices for all grant-related expenses
- Document the purpose of each expense
- Ensure records align with grant requirements

4. Monitor Spending Regularly

- Review grant balances monthly
- Compare actual spending to the grant budget
- Adjust as needed to stay on track

5. Stay Ahead of Reporting Deadlines

- Track reporting due dates



- Prepare reports in advance
- Ensure accuracy and completeness

Common Mistakes to Avoid

- Using restricted funds for the wrong purpose
- Failing to track expenses by grant
- Missing reporting deadlines
- Incomplete documentation

Pro Tip

Consistent tracking and documentation not only ensure compliance—they also make future grant applications stronger.