CUSTOM GRANT MANAGEMENT DETAILS

PHASES OF A CUSTOM GRANT MANAGEMENT PROCESS	INITIAL YEAR ACTIVITY	SUBSEQUENT YEARS ACTIVITY
1 Establishing the Grant-Making Criteria (e.g., establish focus area(s), value proposition, grant community structure and membership, grant timeline, and elements of the process.	**Prep and Meeting**	**Prep and Meeting**
2 Designing the Application and Evaluation	**Prep and Meeting**	N/A
3 Build Workflow to include Application and Evaluation for Reviewers in Foundant (Development of system and setup reviewers in system, etc.)	Setup	Setup
4 Assisting with client website language, announcement communication language, and linking application to client website	Setup	Setup
5 Open application and begin process	Setup	Setup
6 Designing the follow-up report	**Prep and Meeting**	N/A
7 Technical support for nonprofit submitters (Application Process)	Technical support	Technical support
8 Non-technical support for nonprofit submitters (Application Process)	Technical support	Technical support
9 Train Reviewers on Evaluation in System	**Prep and Meeting**	**Prep and Meeting**
10 Application and Nonprofit Verification (allowing up to 25 applications and one cycle per year)	Setup	Setup
11 Determine Finalist(s) (includes pulling the score report)	**Prep and Meeting**	**Prep and Meeting**
12 Grant Recommendation Forms	Submit Grant Request	Submit Grant
13 Award Letters from Foundant System	Setup	Request
14 Technical support for nonprofit submitters (Follow-up Process)	Technical support	Setup
15 Non-technical support for nonprofit submitters (Follow-up Process)	Technical support	Technical support
16 Create Follow-up Report Document		
TOTAL HOURS	**TBD**	**TBD**