

Responsibilities of a Project/Grant Manager – January 24, 2024

Did you ever wonder about the responsibilities of a project or grants manager?

The tasks and end goals of grant writing are different from those of grants management. *Grant writing* pertains to the necessary steps to secure grant funding. *Grants management* occurs after the award has been made and includes a comprehensive process of overseeing the projects and the activities that must be executed to meet goals.

The person who manages the grant or a project is often a different person than the one who secured the grant funding with an application.

Here are some important points to keep in mind. Key points of awards and agreements; administration and compliance; monitoring and evaluation; and closeouts are highlighted.

Grant Awarding and Agreement. When a grant application is approved, the funding organization (grantor) issues an award to the recipient (grantee). The grant agreement specifies the terms and conditions for utilizing the funds, such as reporting obligations, project timelines and deliverables. It is critical for grants managers to understand all the requirements of a grant award to ensure compliance throughout the grant's duration.

The grant manager needs to read and understand all grant terms and conditions so that they can be followed.

As soon as a grant award is imminent, contact Bev Hoskinson, Director of Financial Systems, at Beverly.Hoskinson@fairfieldcountyohio.gov in order to evaluate the type of fund structure you will need. Provide the grant award and agreement information for this discussion.

Grant Administration and Compliance. Managers must establish an administrative system to support the effective implementation of funded projects. The system includes financial stewardship, cost and expenditure monitoring and budget allocation, progress reporting, procurement, and adherence to grantor guidelines.

Additionally, compliance with relevant organization policy, as well as federal, state, and local laws, regulations and standards is necessary to maintain accountability.

Monitoring and Evaluation. Regular monitoring enables managers to assess the progress of the funded projects against predetermined targets or milestones.

Managers evaluate whether the project is achieving its objectives, utilize funds efficiently, and make necessary adjustments if challenges arise.

Grant Closeouts, Audits and Ongoing Relationship. Once a grant period ends, a grants manager must ensure a proper closeout procedure is in place. This involves final reporting, conducting audits, financial reconciliation, and providing any required documentation to the grantor.