

## Grant Management Overview

<p>Financial support for non-profit organizations is often secured through funding from government, business, and private foundations. Competition for these funds is tight, demanding a sophisticated approach in order to win funds.</p>	<p>Slide: Funding Sources            1. government            2. businesses            3. private foundations</p>
<p>Sumac can help! It allows you to build a detailed database of each funding program, including application requirements, objectives, past recipients, grant sizes, deadlines, and related contacts.</p>	<p>Show Fund Programs List.            Open existing sample Fund Program            Point to fields</p>
<p>You also have the ability to choose a particular action plan that should be followed when applying for grants from this funding body. An action plan is a step-by-step checklist that ensures that each step in the application process is completed.</p>	<p>Point to action plan, choose            “Apply for funding”</p>
<p>Once all the information about the funding body and their requirements is recorded, a Fund Requests helps you track applications through to their completion.</p>	<p>Close Fund Programs            Open Fund Requests</p>
<p>Each Fund Request pertains to a particular grant you're applying for.</p>	<p>Show Fund Requests list with multiple requests from the same Funder</p>
<p>If you select any of the Fund Requests in this list and click the Reminders button</p>	<p>Select Request.            Click Reminders</p>
<p>You instantly see the reminders associated with this Fund Request.</p>	<p>Show Reminders list with outstanding reminders.            Close Reminders list</p>
<p>Sumac also allows you to record all the application outcomes, like how much you received, when the funding begins and ends, and how you should acknowledge the funder.</p>	<p>Double click a Fund Request.            Point to fields</p>
<p>This will come in handy when applying to this grant again in the future. You can compare the amount you requested with the amount you received, and identify key success factors.</p>	
<p>Click to view donations, or add a new donation. (receipt from the funder)</p>	<p>Click “Receipts” point to            “new” close</p>
<p>You can also create a budget based on requirements of the grant. For example, for a \$10,000 grant, \$5000 is for salaries, \$2000 for travel, \$2000 for supplies, \$1000 for miscellaneous expenses.</p>	<p>Click budget point to fields</p>
<p>Record expenses against the budget so you can report back to the funder how the funds were spent</p>	
<p>So, there you have it! Sumac helps to build a structured, step-by-step approach to winning funds while tracking the effectiveness of staff activity, and allowing an in-depth analysis of results when planning future requests.</p>	

*Check out more training videos to learn more about what Sumac can do for your organization!*