

Grant Administration at a Glance

Successful grant administration depends on doing a number of things well. Use these tips to keep your project on track.

1. Copy the project description and goals section of your grant agreement and use it as a working copy for your project. Refer to it regularly as you undertake your project in order to ensure that you're meeting the expectations for your grant.
2. Contact granting organization staff before starting your project(s), including purchasing items and hiring consultants. Early communication really helps avoid missteps with your project.
3. Understand the requirements of the grant. Read the agreement and any other manuals, rules or information provided by the granting organization carefully so you completely understand. Contact the granting organization immediately with any questions.
4. Start your project early in the grant period and give yourself a "cushion" in your timeline in order to avoid problems with deadlines.



This is especially important when hiring consultants because they frequently have other commitments and are unavailable on short notice.

5. Shop around when purchasing items or contracting for services. Be sure to follow any grant requirements for labor, bids and selection. See Heritage Bulletin 8: Preservation Consultants and Contractors for help.
6. Submit drafts of work products or request site inspections from the granting organization while projects are still under way and capable of being adjusted to meet project standards. This is part of the ongoing communication between the two parties.
7. Maintain a file for all of your paperwork – grant agreement, contracts, timesheets (including volunteers), invoices, proofs of payment, etc. This will make reporting much easier.
8. Take photographs of the project or people working on the project. Before, during and after shots will help you and your organization remember what was done in the project. Your funding organization will also appreciate seeing your grant activity through these images.



9. Give credit to the granting organization through signage, statements in publications and productions, and in press releases or other publicity given to your project. Public awareness of grant funded projects generates greater public support for heritage.
10. Send timely reports to the granting organization. Report only on the project funded unless otherwise directed.

Make the most of your project by successfully completing the grant and maintaining excellent financial and operational records of your work. This will help open the door to grant opportunities in the future.



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See also [Heritage Bulletin 31: Grant Writing Tips](#). For additional tips or specific questions related to grants from Oregon Heritage, a division of the Oregon Parks and Recreation Department, visit www.OregonHeritage.org or contact:

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