

Grant Administration Cycle

Grant Administration Stages	Grant Administration Steps
Design and Planning	1. A program document that discusses the purpose, objective, and expected result(s) of each Grant award exists.
Pre-Award	2. Grant agreements have clearly defined objectives, terms, conditions, and provisions.
	3. Eligibility criteria are designed to permit an objective assessment of Grant applicants.
	4. The public is made aware of Grants in a timely manner.
Selection and Approval	5. Grant recipients are selected in accordance with documented criteria.
	6. Approvals are documented and made within established guidelines.
	7. Grant Agreements are signed by the appropriate parties before the Grant period begins.
Payments and Records Management	8. Authorization for the payment and release of Grant funds is documented and supported.
	9. Key documentation related to Grant recipients is retained on file.
Performance Monitoring	10. The Grant recipient's compliance to the terms and conditions of the Grant Agreement is monitored.
	11. Comparisons of Grant results against Grant objectives and/or corporate goals occur and are documented.
Closing and Reporting Procedures	12. Completed Grants are finalized and closed-out from the city's systems, including year end reporting to the Financial Services and Utilities Department.
	13. The Grant Program Manager reports on the outcomes of the Grant Program to stakeholders annually or more frequently as required.