

FUNDING SURVIVAL CHECKLIST FOR NON-PROFIT AGENCIES

(Especially those experiencing turnover in their Executive Director positions!)

CURRENT EXECUTIVE DIRECTORS SHOULD:

- **Compile a master list of the agency's funders, with information regarding where in the office the detailed grant file information is located. The master list should include an abbreviated outline for each funder as follows:**
 1. **Funding stream information and administering agency information;**
 2. **Name and specific identifier of award (i.e. grant number);**
 3. **The purpose of the funds and/or the activity supported by the award;**
 4. **The amount of the award;**
 5. **The grant award period;**
 6. **Specific contact information;**
 7. **The reporting requirements and schedule;**
 8. **Procedural information and terminology (i.e. How do you get your cash? What does this funder call the various forms and cash draw process?);**
 9. **Process and forms required when transitioning grant-funded positions or modifying grant-funded activities; and**
 10. **The general solicitation and application schedule.**
- **Compile a master list of potential funders, including funders to whom the agency previously submitted eligible but unsuccessful applications. The master list should include the following information:**
 1. **Funding stream information and administering agency information;**
 2. **The purpose of the funds;**
 3. **Contact information;**
 4. **Solicitation and application schedule; and**
 5. **The grant award period.**
- **Maintain complete, detailed hard copy or electronic grant files on all current sources of funding which should include the following items:**
 1. **The solicitation (AFA, Announcement, etc);**
 2. **The application that was submitted;**
 3. **The award documents;**
 4. **Complete contact information;**
 5. **The regulations, guidelines, and requirements for fund recipients (Administrative Guide, etc.);**
 6. **Copies of cash draw documents;**
 7. **Copies of documents, reports, correspondence; and**
 8. **A master set of the forms necessary to administer the funds and process transition.**
 9. **For federal funds grants, make sure the login and password information for the Systems Award Management (SAM) registration is easily accessible.**

NEW EXECUTIVE DIRECTORS SHOULD:

- **Immediately familiarize themselves with the funding sources and supporting grant award files;**
- **Contact all current funders to introduce themselves, to assure that all reports and transitional documents are current, and to ask for assistance, if needed; and**
- **Set up a funding calendar which reflects all relevant award periods, application dates, reporting dates, and cash draw dates.**