



Subgrantee and Partner Management

Managing Grants Post-Award

Learning Objectives

- Understand the basics of program evaluation in collaborative settings
- Recognize the differences between partners and subgrantees
- Develop clear communication and compliance monitoring systems
- Manage scope, budget, and timeline changes effectively
- Leverage evaluation outcomes to attract new funding or partners

Common Financial Reporting Requirements

- Establish a clear theory of change or logic model
- Define relevant data collection methods for each outcome
- Involve both primary grantee and subgrantees in planning
- Implement ongoing feedback loops for continuous improvement
- Use both quantitative and qualitative data for deeper insights



Partners vs. Subgrantees

- Partners may share resources or co-deliver services
- Subgrantees receive grant funds to implement specific activities
- Different levels of oversight are required for each arrangement
- Written agreements clarify roles, deliverables, and expectations
- Transparency prevents conflicts and confusion in responsibilities

What is a Collaborative Grant?

Consider collaborative grants when your project:

- Requires skills or expertise beyond your organization's current capacity.
- Has objectives clearly aligned with multiple community or sector stakeholders.
- Needs expanded geographic or demographic reach.
- Can benefit significantly from shared resources, networks, or increased credibility.



When Should You Consider a Collaborative Grant?

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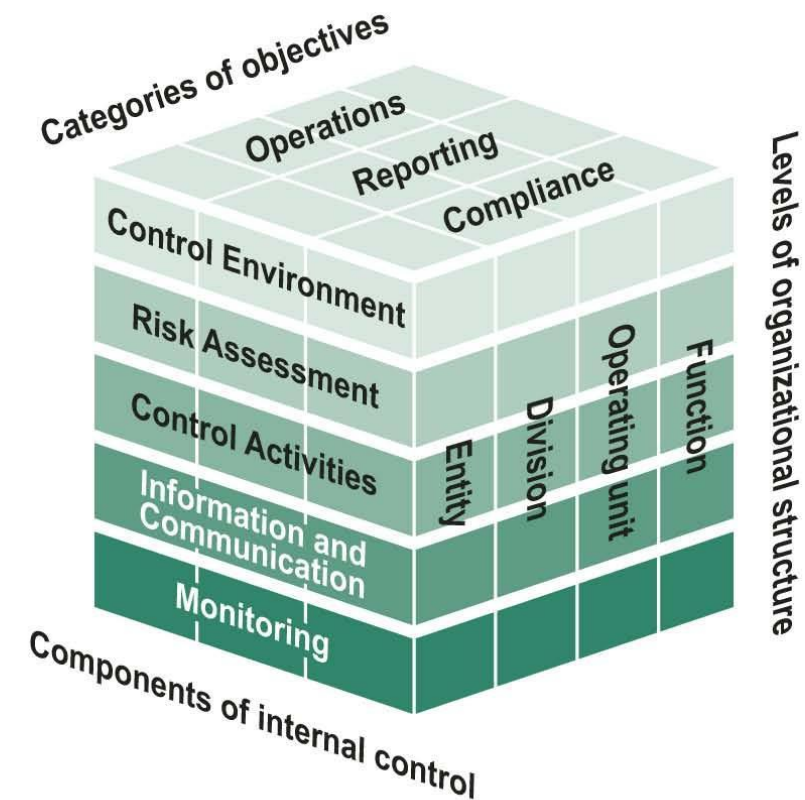
Setting Clear Roles and Responsibilities

- Draft formal agreements detailing project scope and deliverables
- Outline payment schedules and reporting timelines
- Incorporate metrics for program evaluation
- Identify staff leads for day-to-day communication
- Build in conflict-resolution protocols for disputes



Communication with Funders

- Develop a shared data collection plan with standardized forms
- Clarify frequency of reporting (monthly, quarterly, or milestone-based)
- Conduct regular check-ins or audits for compliance verification
- Maintain secure data systems to protect sensitive information
- Encourage open dialogue about issues or anomalies



Addressing Scope Modifications

- Require formal change requests detailing reasons for scope shifts
- Evaluate alignment with the original grant's goals
- Assess impact on budget, personnel, and timelines
- Secure written approvals before implementing new scope activities
- Update documentation and communicate changes to stakeholders

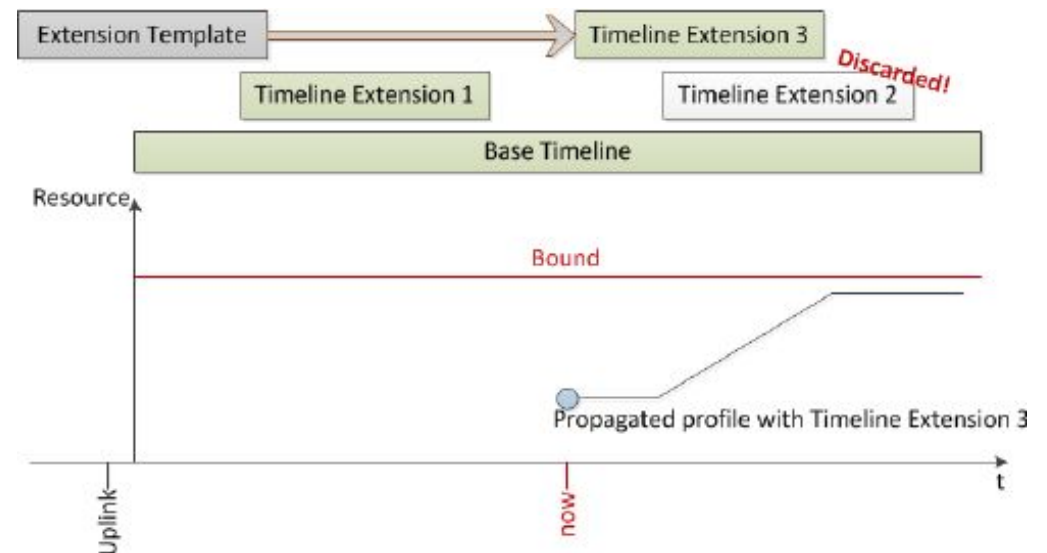
Handling Budget Adjustments

- Compare proposed budget lines with actual spending patterns
- Track cost overruns or savings regularly
- Redistribute funds only if allowed by the grant agreement
- Document the rationale for each adjustment
- Seek formal approval from the funder when significant changes occur



Timeline Extensions and Changes

- Identify the root cause for potential delays
- Gauge how it affects deliverables and outcomes
- Communicate early if a timeline extension is needed
- Revise your project plan and keep all partners updated
- Document changes to ensure clarity and accountability



Reflection Slide

- Think of a time when your subgrantee or partner encountered scope changes
- Recall how budget or timeline adjustments were handled
- Consider communication methods that worked well or fell short
- Note ways you might formalize the change process in future grants

Using Evaluation Outcomes to Attract Funding

- Demonstrate measurable impact to potential funders
- Showcase stories of success and community benefit
- Illustrate cost-effectiveness or return on investment
- Present data visualizations to simplify complex findings
- Reinforce credibility by highlighting transparent evaluation methods



Attracting New Partners with Evaluation Data

- Highlight organizational strengths validated by outcomes
- Show synergy between your mission and potential partners' goals
- Offer examples of collaborative success from previous grants
- Share data that reflects capacity to deliver consistent results
- Exhibit an openness to co-design and mutual learning

Key Takeaways & Next Steps

- Develop strong, transparent relationships with subgrantees and partners
- Implement robust evaluation and compliance monitoring from the start
- Use formal systems for addressing scope, budget, or timeline changes
- Leverage evaluation outcomes to position for future funding
- Continuously adapt to build on successes and address challenges