

**UAPA RESOURCE
MOBILIZATION WORKSHOP**

**Wednesday 19TH March 2025 at
Kolping Hotel**

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Grant management: Best practices for success

- Clear project goals and objectives
- Compliance and risk management
- Financial tracking
- Evaluation and reporting
- Transparent Communications and Accountability

1. Clearly define your project goals and objectives

- A well-defined vision for success is the first step for both securing a grant and managing it effectively. Setting SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) goals as part of your grant proposals gives your project a clear focus with measurable outcomes.
- All staff, board, and even some volunteers who are involved in the grant or the project it funds should be well-versed in your project goals, understanding exactly what and how you aim to accomplish.

2. Ensure compliance with grant terms

- Rigorous compliance with grant terms is perhaps the most important element of any grant management plan.
- Donor organizations typically outline specific stipulations and requirements as a condition of their funding. These terms should be reviewed thoroughly before accepting a grant to ensure that your organization can comply. You should also revisit the grantmaker's requirements periodically throughout the life of the grant

Tips to maintain compliance throughout the life of the grant

- Regularly review grant agreements to make sure you're on track and on time to meet your obligations.
- Align spending with grant stipulations, reporting deadlines, and budget constraints.
- Assign a compliance officer or team member to oversee the organization's adherence to all grant terms.
- Identify risks to compliance requirements and create a plan for mitigating those risks.

3. Maintain accurate financial reports and records

- Transparency is an important part of the grant process. By implementing meticulous financial records and tracking systems, you can account for every dollar, and you'll be ready if and when a funder requests that information. This helps to prevent mismanagement of grant funds, establishes your financial track record, fulfills grant requirements, and builds trust with funders.

Best practices for financial tracking

- Use grant-specific accounting codes to track expenditures.
- Hold separate bank accounts and records to prevent misallocation.
- Conduct regular financial audits to identify discrepancies and make corrections as necessary to maintain financial integrity.

4. Make evaluation part of your grant management process

- Periodic reporting on financial and programmatic progress informs grantmakers of how your project is doing and how their funding has helped. Most grant requirements call for regular reporting throughout the project and at the end of the grant lifecycle as well.

Tips for Your Evaluation and Reporting Strategies

- Develop a data collection plan for financial and impact metrics.
- Conduct mid-project assessments to track progress and address challenges.
- Perform a final evaluation to document lessons learned and inform future grant applications.

5. Foster transparent communication with stakeholders

- Some funders like only periodic updates on your financial and programmatic progress, while others may want deeper involvement, from formal reports to site visits and engagement with other stakeholders. Understanding your grantor's communication preferences and responding accordingly allows you to build stronger organizational relationships and, in turn, increased funding opportunities.
- At times, you may also need to have more difficult conversations. If the project being funded is facing insurmountable challenges or unexpectedly shifting directions, a frank conversation with the grantor is in order to decide how to proceed with funding. Some grantors will allow a grant extension or modification to accommodate those changes, while others may take a different approach and close the grant early.

Grant management communications best practices

- consistent updates on project progress, challenges, and successes.
- Engage stakeholders through meetings, reports, and impact stories to showcase the grant's value.
- Schedule regular reports and check-ins to maintain transparency and accountability.

How technology aids in efficient grant management

- While some organizations may effectively manage a grant with a couple of spreadsheets and a physical filing system, most organizations—and most grants—benefit from a more sophisticated approach. Investing in grant management software can help to streamline documentation, automate deadline reminders, improve oversight and accountability, and facilitate seamless operations. This is especially important if your organization is managing multiple grants at one time.

compliance

No.	REQUIREMENTS
1.	Filled Form H i). Organisations that registered under the NGO Act Cap 113 as amended in 2006 and therefore do not possess the new Certificate of Registration according to the NGO Act, 2016 (Landscape format) are required to fill Form A (for organizations categorized as Local) and Form N (for organizations categorized as Foreign). ii). Organisations incorporated in East Africa under Cap 113 should fill Form A Form H and Form A or Form N as appropriate shall be signed by at <u>least two</u> Founder members.
2.	A letter requesting for registration and a permit to operate addressed to the Executive Director, NGO Bureau indicating; objectives, area of operation, number of years applied for not exceeding 5 (five)
3.	A photocopy of the expiring Permit of Operation
4.	A copy of the Audited financial statements of the previous year(s) from a Certified Auditor(s).
5.	Minutes of the Annual General Assembly or the Governing body which resolved for renewal of the Permit and a signed attendance list.
6.	Annual Work Plan and budget or Strategic Plan for the number of years applied for
7.	Annual report(s) of the previous year(s)
8.	Photocopies of identification documents (National ID or Passport) and passport size photographs of at least two Promoters/Founders.
9.	A certified or notarized copy of the Certificate of Incorporation from Uganda Registration Services Bureau (URSB) or its equivalent from the country of incorporation.
10.	Proof of payment of the <u>prescribed fees</u> for renewal of the Permit of operation. Organisations that do not possess the new Certificate of Registration under the NGO Act, 2016 should also pay for it as per the <u>prescribed fees</u> .
11.	Recommendation from the District Non-Governmental Organizations Monitoring Committee (DNMC) of the district(s) of operation
12.	A certified copy of Memorandum of Understanding (MOU) from the district(s) of operation.
13.	A certified copy of the Certificate of Registration from the Financial Intelligence Authority (FIA).
14.	A copy of the Tax Identification Number (TIN) Certificate of the Organisation from URA.
15.	A copy of the Certificate from the Personal Data Protection Office (PDPO)

END

THANK YOU