



AWARD RECIPIENT CHECKLIST
 College Relations & Advancement
 2019/2020

Contact:
 Grants Manager
 Bonnie Day
 (541) 278-5838
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Congratulations! You received grant funding for your project.
 Use this checklist to get your funding set up. Complete all the items on this checklist before spending any grant funds.

Items	Complete?
Share Award Notification and Grant Agreement or Contract with the Grants Manager.	
Working with the Grants Manager, review, sign and return agreement/contract. Must be signed by a BMCC Authorized Signatory.	
Meet with the Grant & Operations Accountant to set up an account for the grant. Write account number in here →	
Meet with Grants Manager to complete the GRANT MANAGEMENT PLAN for your project. Create a schedule for activities, reporting, and grant assessment according to the terms of the grant agreement.	
Set up tools and data for tracking outcomes and assessment of the project. Do you need to meet with IT? Make a survey? Collect comparable data?	

NEXT STEPS

1. Start your project!
2. Note grant reports dates and deadlines, and plan accordingly.

GRANT MANAGEMENT PLAN
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Project Name		Project Lead	
Funding Agency		Grant Program	
Award Amount		Account #	Grant Period (start/end dates)

Objectives are the deliverables described in the grant, or steps to reach those deliverables. There may be several objectives in one grant- fill out a separate table for each. Common grant objectives include *Gather baseline data for a comparison after project is implemented*, *Purchase equipment*, or *Hire a program coordinator*.

Objective:

Activities Describe what you will do to achieve the objective	Time Frame Start – Completion	Evaluation: Data, Measures and Reporting How will you demonstrate results?	Person Responsible for A. implementing activity B. evaluating achievement	Budget Expected spending on this activity
1.			A. B.	
2.			A. B.	
3.			A. B.	
4.			A. B.	