

GRANTEE EXPECTATIONS

THE 1ST FEW WEEKS



It's happening! You've received a phone call from a member of our Program Staff to let you know that your grant has been approved.

This call is made directly after the DRF board meeting where the decision about your proposal is made.

Perhaps you aren't sure about what to expect or what's expected of you. The following information should help you through this process.

During the two weeks that follow the decision:

- You will receive your grant agreement for your signature.
- You must read and understand your grant agreement fully. It is a legally binding document and obligations must be fulfilled.
- **Once you have signed the contract, it must be returned to us in order to process your check.**

YOUR GRANT AGREEMENT



The grant agreement you sign with DRF outlines the details and requirements of your grant. It is a legally binding document.

Please read it thoroughly and familiarize yourself with its content. You can contact your Program Officer with any questions.

Our experience has proved that it works best when you, as a grantee, assign an "accountable person" in your organization the responsibility of ensuring all grant requirements are met.

GRANT ANNOUNCEMENT



We know our grantees and partners are eager to let the world know about their new grant.

We ask that you do not publicly announce a grant until the agreement is signed and executed by both parties.

We encourage you to get the word out with a news release and other external communications. Consider making use of social media outlets (Facebook, Twitter, etc.), to promote your project. They're easy to use and free!

The grant agreement you signed outlines the correct procedure for developing external communication material that mentions DRF.

News Releases, Digital Postings and Announcements

Your agreement states that we are to be given the opportunity to review all news releases pertaining specifically to your grant.

We can also offer a quote from a DRF staff member about your grant, if you would like to use one.

Please send all proposed announcement material to Lori Merricks, our Director of Marketing & Communications, for review.

Kindly allow two full business days for a response.

Logo Usage

Please check that any material you produce includes our new logo (developed in 2015). Your Program Officer can provide you with a logo when requested. Also please review the DRF Style Guide if you have any questions on how to use the logo.

PLEASE NOTE: We are not asking to review all work that you do under the umbrella of your grant. Once you receive the grant and the announcement is made, we trust that you will manage the work as needed. All we expect is that you do great work!

ONGOING CONNECTIONS



If at any point you have problems with your project, please contact your Program Officer. This is especially important if you are going to miss a deadline for some reason or if circumstances affecting your project have changed unexpectedly.

We'll always try to help you, if we can. We all have the same goal: to revitalize and renew the Dan River Region.

GRANTEE REPORTS



Grantee reports are a routine part of our grant making process. You will be told about the different grantee reports you'll need to submit during the course of your grant.

These reports are not to prove that you're working but to help improve the project. We approach these reports not as transactions but as interactions, which help us learn about successful grant making.

PROJECT SUSTAINABILITY



There is one thing all grants have in common: they eventually have to end.

Your grant is for a project with a set end date, though we obviously hope successful projects will continue to thrive.

We will clearly communicate the duration of our funding from the outset of your grant. It will be stated in your contract, too.

The time to start thinking about sustainability is before the grant is even approved!

- How will you continue to fund the project, if it's proving successful?
- How can you apply for money from other funders or government sources?
- How can you network with partners to make your project better and more efficient?

HELP US IMPROVE



Please help us do better by offering your constructive input at any stage during your grant.

We always welcome your feedback and want to know if you're experiencing any challenges with our grant making process.

We wish you every success with your grant and thank you for the work you do.