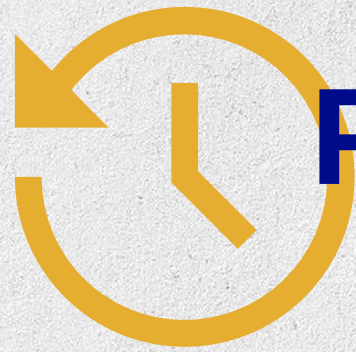




Building A Foundation for Grant Success

Grant Administration for Start-Ups &
Community-Based Organizations



Pre-Award Readiness

Grant Portals

Grant Portals



SAM.gov

REGISTER



Login.gov

ACCESS



Grants.gov

APPLY



Agency Portals

MANAGE & REPORT

Plan ahead: Registrations, account approvals, role assignments, and renewals can take time. Verify access **before** a deadline.

The System for Award Management

- The System for Award Management (SAM.gov) is a government-wide registry for organizations doing business with the Federal government.
- Grants.gov uses SAM.gov to establish organizational authority for organizations doing business with the Federal government.
- SAM registrations must be renewed annually.



If Your Municipality *is not* registered with SAM, do this:

- Go to [SAM.gov](https://sam.gov) | [Entity Registrations](#) to obtain a Unique Entity Identifier (UEI). The UEI is a 12-character alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) to do business with the Federal Government.
- Designate an E-Business Point of Contact (Ebiz POC)
- **Start Early!** The SAM.gov registration process can take up to 10 days (or longer)
- It must be complete, and you must have a UEI before moving to grants.gov registration.

Note: Registration is for your municipality, not you as the individual grant professional.



SOUTHWEST GEORGIA REGIONAL COMMISSION

Unique Entity ID KHDNGJ342W81	CAGE / NCAGE 35XE7	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Aug 21, 2027	
Physical Address 181 E Broad ST Camilla, Georgia 31730-1966 United States	Mailing Address PO Box 346 Camilla, Georgia 31730-0346 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Georgia 02	State / Country of Incorporation (blank) / (blank)	URL www.swgrc.org

Registration Dates

Activation Date Aug 28, 2026	Submission Date Aug 21, 2026	Initial Registration Date Feb 8, 2005
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Entity Dates

Entity Start Date Nov 1, 1964	Fiscal Year End Close Date Jun 30
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
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Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault, and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Selected

Exclusion Summary

Aug 21, 2026 07:23:00 PAT GARY

If Your Municipality *is* registered with SAM, do this:

- Sign into your individual SAM account, or create one if you have not already done so: [Login.gov](#) | [Create Your Account](#)
- Look for your municipality here: [SAM.gov](#) | [Search](#)
- Find your organization and note the Unique Entity Identifier (UEI) to create profile at [grants.gov](#)
- Associate your individual account with the existing municipality account (you will need permission from the Ebiz POC for the municipality) – they will receive notice of your request through SAM.gov



Budget & Financial Compliance

Building Your Budget



Program

- All elements needed to implement a program
- Typically includes staff, equipment, supplies, etc.
- Pay close attention to what you need to implement program & what elements grantor will fund



Project

- Often a construction project or other large capital item
- Staff costs are not typically common elements, but consultants/contractors often are
- Consider design, ROW, and construction elements



Equipment

- Simplest one
- List of all equipment needed
- Typically shows price per item & quantities of each

Cost Elements

- Categories typically created by funder: in a budget template, RFP/NOFO, or budget example.
- Typical categories may include:
 - **Staffing** (may be separated between personnel and fringe benefits)
 - **Equipment** (typically \$5,000 per item)
 - **Supplies** (typically less than \$5,000 per item)
 - **Travel**
 - **Contractual**
 - **Construction**
 - **Indirect**
 - **Other**

LINE ITEM	TOTAL	FUNDING REQUEST	OTHER FUNDERS	IN-KIND
I. Personnel				
New Staff				
Existing Staff				
Volunteers				
Contract Labor				
<i>Sub-Total</i>				
II. Direct Costs				
Equipment				
Training				
Travel				
Technology				
Contracts				
Construction				
Subawards				
<i>Sub-Total</i>				
III. Indirect Costs				
<i>Sub-Total</i>				
TOTALS				

Costs Included in Your Budget Must Be:



Allowable

By grant rules
& legislation



Applicable

Incurred for
this grant
program



Reasonable

Consistent
with policies
and going
rates in area



Necessary

Helps
accomplish
goals of
program

MATCH vs. COST-SHARE

The portion of a project's cost that is not paid by the grantor

Terms are often used interchangeably, but some funders treat them differently.

According to the Department of Health and Human Services"

"...the matching amount is based on a percentage of either the Federal funding or total approved budget, adjusted as necessary based on actual allowable costs, and cost sharing is a negotiated amount that may or may not be adjusted after the fact."



Requirements for Match/Cost Share for Federal Awards

- Verifiable (have records such as invoices, receipts, checks, etc.)
- Only Counted Once
- Necessary for Success of Program
- Allowable
- If a federal grant award, match cannot be from another federal source (with some exceptions by legislation)
- Included in approved budget
- Follow federal procurement requirements in CFR 200.306
- Costs must occur during grant period
- Match available at time of application submission (typically)

In-Kind Funding

According to the Ford Family Foundation, the definition of in-kind funding is:

“services, material, equipment, or labor committed or received at a conservative value that would otherwise be paid from the project budget. Both the donor and the services received should be identified.”

Examples of In-Kind Contributions

Donated services from attorneys, accountants, engineers, medical professionals, and other qualified professionals.

Professional Services



Time donated by individuals supporting the project, valued using an established hourly rate.

Volunteer Time



Donated equipment such as computers, copiers, tools, or machinery used for the project.

Equipment



Donated goods and supplies such as food, plants, materials, or program supplies.

Other Items



Donated use of a building, office, meeting room, or other facility space.

**Building/
Facility Space**



Donated use of vehicles, property, or land that supports the project.

**Vehicles &
Land**



Indirect vs. Direct Program Expenses

Direct Costs

According to the Mott Foundation, “Direct costs are those for activities or services that benefit special projects, e.g., salaries for project staff and materials required for a particular project. Because these activities are easily traced to projects, their costs are usually charged to projects on an item-by-item basis.”

- Project Staff
- Travel
- Training
- Equipment/Supplies
- Consultants

**Direct
Costs**



Indirect Costs

Indirect costs are those for activities or services that benefit more than one project. Their precise benefits to a specific project are often difficult or impossible to trace. For example, it may be difficult to determine precisely how the activities of the director of an organization benefit a specific project.

- Rent/Mortgage
- Utilities
- Administrative Staff
- Audit
- Legal Services

**Indirect
Costs**





Common Budget Pitfalls

Most Common Budget Mistakes



Not Including Necessary Costs



Not Building Out Entire Project Budget



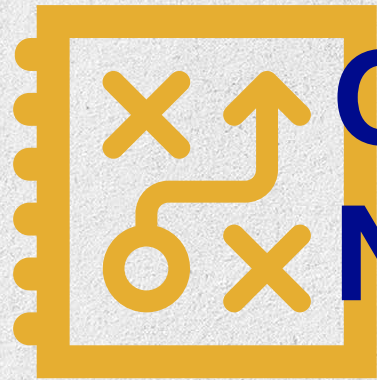
Match is Not In-Hand



Budget Does Not Match Program Description



Your Organization Budget & Project Budget are Not the Same



Getting Grant Management Right

Grant Management

- 1)Keep Track of It All
- 2)Reimbursement Requests
- 3)Project Implementation
- 4)Quarterly/Monthly Reporting
- 5)Closeout

5 Main Steps



Immediate Steps After Grant Award Announced

- **READ** the grant award agreement and execute by deadlines
- **SET UP** timelines/deadlines for all required activities with understanding of reporting requirements and other deadlines
- **REVIEW** award budgets. Are amendments necessary? Are project scope adjustments needed?
- **UNDERSTAND** how funder pays you
- **SET UP** your working files
- **DOCUMENT, DOCUMENT, DOCUMENT!**

Grant Management Responsibilities

STEP	TYPICAL RESPONSIBLE PARTY
Collect Signatures for Award Agreement	Grants Administrator and/or Program Manager
Set up Grant Account(s), including Match	Grants Administrator & Budget Manager
Purchase Items and Implement Project	Program Manager (Department Representative)
Complete and Submit Required Reports	Grants Administrator with input from Program Manager
Submit Reimbursement Requests and Track Received Payments	Grants Administrator & Grant Accountant
Prepare For and Participate in Site Visit(s)	Grants Administrator, Program Manager, & Grant Accountant
Complete Project and Grant Closeout	Grants Administrator & Program Manager
Prepare for Audit (internal and external)	Grants Administrator & Grant Accountant

What Are You Tracking?

Monthly, quarterly, or biannual progress updates submitted to the funder.

Reports



Document staff or in-kind time charged or contributed to the grant.

Timesheets



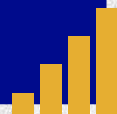
Maintain receipts, invoices, quotes, bids, and other documentation of grant expenses and procurement.

Expenditures



Track the activities, services, participants, and outcomes required by the grant.

Program Data



Track progress against the goals, objectives, and evaluation measures promised in the application.

Goals & Objectives



Other Funder Requirements, Including:

- Davis-Bacon Act
- Build America, Buy America Act (BABA)
- Disadvantaged Business Enterprise
- Veteran's Preference
- Federal Funding Accountability and Transparency Act
- Suspended and Debarred Check for Contractors
- Services provided to Eligible Recipients
- And more...

Reimbursement

Ways a Funder Will Pay You

**Payment Up
Front**

**Drawdowns as
Necessary**

**Reimbursement
Requests (most
common)**

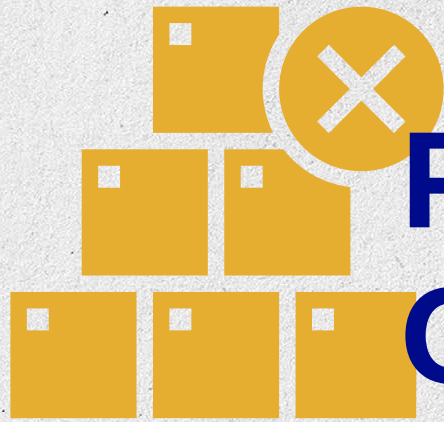
Reimbursement Requests Typically Require:

- Invoice outlining expenses and charges for each - often entered in an online portal, but some state agencies still request paperwork
- Backup documentation for each expense, to include:
 - Receipts
 - Invoices
 - Cleared Check
 - Proof Procurement Protocols were Followed

Project Implementation

Is the Grant Team...

- Serving the right number of people? The appropriate segment of the population?
- Implementing all the grant activities- (hiring staff, offering education, building a park, etc.)
- Are you meeting your project milestones?
- On track to meet your objectives?
- Collecting the right data to provide objectives met?
- Documenting successes and failures?
- Engaging your stakeholders to ensure the project is on track to meet expectations or to pivot, if necessary?



Pitfalls of Poor Grant Management

Reporting – Figure it Out Early

Your Grant Award Agreement Should:

- Tell you when reports are due
 - *Deadlines and Frequency*
- Tell you where to submit reports
 - *Often in Funder Portal*
- Tell you what the report must include
 - *Questions to Answer*

You Need to Determine:

- Who is responsible for gathering necessary information?
- Who is responsible for compiling the report(s)?
- Who is responsible for submitting the report(s)?

Types of Reports

- Narrative, to include SF-PPR (Performance Progress Report)
- Financial, to include SF-425 (Federal Financial Report) and SF-425a (Attachment to FFR)
- SF-270 – Advanced Payment Request
- Federal Funding Accountability and Transparency Act Sub-recipient Reporting System – www.fsrs.gov
- Disadvantaged Business Enterprise (DBE) Monthly Reports
- Davis-Bacon Wade Act Monthly Wage Sheets

****Note: SF = Standard Form***

Once You Complete Closeout, Remember:

- Grant is still “open” until the funder provides you with a closeout letter/email – sometimes you must ask for it.
- Even when a grant is closed, you must follow federal rules about the retention and disposal of equipment and property purchased with federal funds.
- Retain Records – OMB requirements is three (3) years, but some funders (or your own agency) may require five (5) or more years
- Once the retention period is over, it is time to remove all files from physical and electronic storage.

Questions and Contact Information



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