



A best practice for grants management is to create standard procedures for managing grant documents and tasks. This systemic approach supports coordinated management between the financial, program, administrative, and governance team members involved with grant planning, implementation, and oversight. Some systems use paper files, some use electronic files, and some systems use both hardcopy and electronic files.

The procedure includes creating a new file when your grant **Notice of Award** arrives. In this file, original paper documents are retained. A six-section classification folder can be used for the file. Due to the important nature of grant records, it is common to keep grant records in secure, fire-proof cabinets, backed up on a regular basis in a secure electronic format, and/or stored off site. The file is maintained throughout the entire project period, usually three or five years.

### **SECTION ONE: Grant Summary**

- ◆ Use a standard template such as the *TFMC Grant Folder information Page Job Aid* to ensure basic grant management information is available at-a-glance (Award Number, Period of Award, Amount of Award, CFDA #, Indirect Rate, Funder Contact Information, Program Contact Information, and any special issues which need to be shared).
- ◆ Closeout reports will be placed on top of the grant folder information page at the end of the project.

### **SECTION TWO: Funding Documents**

- ◆ The original, fully executed copy of the Notice of Award, Grant Agreement, or contract, including any amendments and award conditions.
- ◆ A complete grant application, including attachments.

### **SECTION THREE: Budgets**

- ◆ Approved budget
- ◆ Budget to actual reports
- ◆ Approved budget modifications

### **SECTION FOUR: Funder Correspondence**

- ◆ Correspondence with the funder, including copies of emails which document important information such as guidance about filing a Grant Award Modification (GAM).
- ◆ Program reports

### **SECTION FIVE: Project Team Correspondence**

- ◆ Correspondence with program partners, sub awardees, contractors, etc.

### **SECTION SIX: Financial Reports**

- ◆ Financial reports to funders
- ◆ Close out reports



The **OVC Tribal Financial Management Center (OVC TFMC)** provides **training, technical assistance, and resources** to support American Indian and Alaska Native communities as they successfully manage the financial aspects of their federal awards. OVC TFMC also offers support via our Virtual Support Center (VSC) to Office for Victims of Crime (OVC) grantees and those seeking federal funding from OVC for the first time. **Email questions or requests for grant financial management technical assistance to [TFMC@OVCTFMC.org](mailto:TFMC@OVCTFMC.org)** or call **703.462.6900**. Visit [OJP.gov/TFMC](http://OJP.gov/TFMC) for additional resources and information.

## Feedback Requested

OVC TFMC continually works to provide resources to support grantees as they successfully manage their OVC financial awards. Your feedback assists us in creating these resources to meet your needs. To help us provide the most useful resources, we would appreciate your feedback on this guide sheet. Please send any comments or suggestions to [Evaluation@OVCTFMC.org](mailto:Evaluation@OVCTFMC.org).

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