

Management Minute: Four Key Documents with Every Grant Application

Mark Mazon: There are four areas where common mistakes are made with supporting documents in the grant application.

One, the annual report is outdated. This must be updated and published annually.

Two, the training and technical assistance plan is missing training for the board of directors. This plan must address all TTA needs for the entire program.

Three, the indirect cost rate agreement has expired. Agencies must have or negotiate an indirect cost rate to support a request for reimbursements of indirect costs.

And last, missing methodology in the cost allocation plan. The cost allocation plan must be written and kept for audit. A leading practice is to review and revise it periodically, or at least annually, and keep that documentation.