GRANTS OFFICE
empowering communities

POST-AWARD CONSIDERATIONS WORKSHEET

After the award letter arrives, pull each promise from your application, find where the award restates it, and assign the person, measure, and report that will keep it true.

Organization

Project title

Funder / program

Award number

Award amount

Match / cost share required

Period of performance (start – end)

Program officer name & contact

Internal grant lead

YOUR BUDGET

Personnel, fringe, equipment, supplies, travel, construction, contractual, indirect, and any match pledged

Commitment we made (from the application)	Where it appears in the award	Owner (name or role)	How it's measured or evidenced	Report it feeds	Next due
e.g. 0.5 FTE project coordinator	*Approved budget, Attachment B, line 1*	*Finance director*	*Timesheets / effort certification*	*Quarterly financial report*	*mm/dd*

REMEMBER *You built this budget carefully; now let it guide you. Before you move dollars between lines, check whether the funder needs to approve it, and keep your match documented as you go. It's far easier to track from day one than to reconstruct at closeout.*

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YOUR PROJECT TIMELINE

Period of performance, phases, milestones, deliverables, and the end date that starts closeout

Commitment we made (from the application)	Where it appears in the award	Owner (name or role)	How it's measured or evidenced	Report it feeds	Next due
e.g. Equipment installed at all three sites by month 6	*Project narrative p. 4; special condition 2*	*Project manager*	*Dated installation sign-off from each site*	*Semi-annual progress report*	*mm/dd*

REMEMBER *Your milestones are part of the agreement now, and that's a good thing: they give you a clear path. If a date starts to slip, reach out to your program officer early. Funders expect change; what they don't love is surprise.*

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YOUR MEASURABLE OUTCOMES

Inputs, activities, outputs, outcomes, and impact

Commitment we made (from the application)	Where it appears in the award	Owner (name or role)	How it's measured or evidenced	Report it feeds	Next due
e.g. 300 residents complete the training (baseline: 0)	*Performance measures, Attachment C*	*Program director*	*LMS attendance records, quarterly*	*Annual performance report*	*mm/dd*

REMEMBER *These targets are what you'll report on, so give yourself a head start: know where each number comes from and begin collecting it now. Results can shape payments and future funding, and the data you gather is the story of what this grant made possible.*

YOUR PARTNERS

Co-applicants, subrecipients, contractors, in-kind partners, and endorsers

Commitment we made (from the application)	Where it appears in the award	Owner (name or role)	How it's measured or evidenced	Report it feeds	Next due
e.g. County health dept. delivers 12 training sessions	*Subaward list, Attachment D*	*Grant lead*	*Signed subaward agreement + session logs*	*Semi-annual progress report*	*mm/dd*

REMEMBER *Your partners' roles are part of the approved plan. Keep agreements signed and current, and check with your funder before adding or swapping a partner. A quick conversation now saves a scope-change headache later.*

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REPORTING CALENDAR

Report name	Type (financial / performance / closeout / other)	Period covered	Due date	Prepared by	Submitted on

REMEMBER *Every report is a chance to show your funder what's working. Put each due date on the calendar now, including anything owed to a second funder or a match partner, and name who prepares it. No scramble, no surprises.*

DATA PLAN

Outcome or measure	Data source	Baseline	Target	Who collects	How often

REMEMBER *If you can name the source, you can report the result. Choose measures that are attainable and verifiable, set a baseline, and let this plan do the worrying for you.*

POST-AWARD CONSIDERATIONS WORKSHEET

Each row is one review meeting, not one budget line. Pick a cadence and keep it; the two percentage columns side by side are the whole check.

Our review cadence: ☐ Monthly ☐ Quarterly ☑ Other: _____ **Next review date** _____

REVIEW LOG

Review date	Share of period elapsed (%)	Share of budget spent (%)	Match documented to date ($)	Lines needing attention	Action taken / approval requested

REMEMBER *A short, regular budget check is one of the best habits you can build. Compare how much of the period has passed with how much you've spent, and you'll see what needs attention while there's still time to act.*

Notes

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Record every change to the plan, whether or not it needed funder approval. The last column turns this worksheet into your notes for the next application.

DECISION LOG

Date	Decision or change	Which commitment it affects (page & section above)	Approved by (internal)	Funder notified / approved (date & method)	Carry forward to next application? (Y/N + note)

REMEMBER *Every change you record here is a lesson for your next application. Write it down while it's fresh: what changed, why, and what you'd do differently. This page is where your next proposal gets stronger.*

A free resource from the grants intelligence team at Grants Office, LLC.

Revisit the session →
Recording, slides, and transcript
grantsoffice.com/learn/grantscast/post-award-tips

Keep learning →
Free Guidance for Grantseekers library
grantsoffice.com/learn/guidance

Talk with our team →
Questions about this award or your next one
grantseeking@grantsoffice.com