



## National Clearinghouse on Child Abuse and Neglect Information National Adoption Information Clearinghouse



*Gateways to Information: Protecting Children and Strengthening Families*

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# Grant Management Resources

## Introduction

The Clearinghouses created this resource for all current and prospective grantees. It presents a wealth of information and resources available to support you in managing and sustaining your federally funded grants. Whether you are a first-time or experienced grantee, there is a resource listed here to help you. This list is by no means exhaustive; the Clearinghouse will periodically update it with additional grant management and other relevant resources as they are published.

Would you like to receive an electronic copy of this resource listing? Please send your request to [naic@calib.com](mailto:naic@calib.com), and we'll be happy to e-mail a copy to you.



## Organizations and Associations

Organizations and associations, such as the ones below, can provide information, training, and networking opportunities in the grants management arena. Associations may also offer newsletters and other publications that are only available with membership.

### **Alliance for Nonprofit Management** ([www.allianceonline.org](http://www.allianceonline.org))

► The professional association of individuals and organizations devoted to improving the management and governance capacity of nonprofits.

### **Foundation Center** ([www.fdncenter.org](http://www.fdncenter.org))

► Offers information on nonprofits and technology, online tutorials, newsletter, topical resource lists, and materials on nonprofit management.

### **Grantsmanship Center** ([www.tgci.com](http://www.tgci.com))

► The center offers training and low-cost publications to nonprofits and government agencies. Includes "Today's Federal Grants Announcements" ([www.tgci.com/funding/fedToday.asp](http://www.tgci.com/funding/fedToday.asp)), each of which is linked directly to its *Federal Register* program announcement.

### **Innovation Network: Helping Nonprofits Succeed** ([www.innonet.org/default.cfm](http://www.innonet.org/default.cfm))

► Provides consulting services, Web-based management tools, workshops, and other resources. A proponent of participatory evaluation—involving stakeholders in the evaluation process.

### **Leader to Leader Institute** ([www.pfdf.org](http://www.pfdf.org))

► Offers a "self assessment" tool for nonprofits, articles, books, videos, and conferences dealing with organizational innovation.

## Government Resources

### **Management Assistance Program for Nonprofits** ([www.mapfornonprofits.org](http://www.mapfornonprofits.org))

► Offers the Free Management Library for For-Profit and Nonprofit Organizations at [www.managementhelp.org](http://www.managementhelp.org).

### **National Grants Management Association** ([www.ngma-grants.org](http://www.ngma-grants.org))

► Offers the *Journal of the National Grants Management Association*, *NGMA Newsbrief*, *NGMA eBulletin*, and the *Who's Who in Grants Management: Membership Directory*.

### **Nonprofit Sector Research Fund Projects & Findings** ([www.nonprofitresearch.org](http://www.nonprofitresearch.org))

► Click on "Projects & Findings" ([www.nonprofitresearch.org/newsletter1531/newsletter.htm](http://www.nonprofitresearch.org/newsletter1531/newsletter.htm)) for information on accountability and evaluation, fundraising and financing, management and governance, and nonprofits, government, and public policy.

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These entities give guidance on how to apply for Federal grants, manage Federal dollars, and find key contacts in Federal grants management.

### **Catalog of Federal Domestic Assistance** ([www.cfda.gov](http://www.cfda.gov))

### **Grants.gov, "the electronic storefront for Federal grants"** ([www.grants.gov](http://www.grants.gov))

### **GrantsNet** ([www.hhs.gov/grantsnet](http://www.hhs.gov/grantsnet))

### **Office of Management and Budget, Grants Management** ([www.whitehouse.gov/omb/grants](http://www.whitehouse.gov/omb/grants))

## Books

These are only a few of the many workbooks, manuals, guides, and handbooks available. You will find forms, checklists, writing hints, finance-tracking tips, government policy information, and more.

### Barbato, J. (2000). *Writing for a good cause: The complete guide to crafting proposals and other persuasive pieces for nonprofits*. New York: Simon & Schuster.

► This manual covers proposal writing, as well as writing for newsletters, e-mail, and the Web.

### Brewer, E., Achilles, C. M., Fuhriman, J. R., & Hollingsworth, C. (2001). *Finding funding: Grantwriting from start to finish, including project management and Internet use*. 4<sup>th</sup> edition. Thousand Oaks, CA: Corwin Press, Inc.

► Discusses the grant world, writing grant proposals, and implementing, operating, and terminating a program.

### Carlson, M. (2002). *Winning grants: Step by step*. 2<sup>nd</sup> edition. San Francisco: Jossey-Bass Publishers.

► This workbook takes the user through the grant proposal process. It includes chapters on developing sustainability strategies and budget preparation.

Hale, C. (1994). **Grants management handbook**. Tempe, AZ: Maricopa County Community Coll. District, Office of Grants Development and Management.  
▶ An example of a management handbook, written for the Maricopa County Community College District (Arizona). Available online at [www.dist.maricopa.edu/grants/mgmtmenu.htm](http://www.dist.maricopa.edu/grants/mgmtmenu.htm).

National Grants Management Association. **Who's who in grants management: Membership directory**. Published annually.

▶ Available only to members of the National Grants Management Association.

Ries, J. B., & Leukefeld, C. G. (1998). **The Research funding guidebook: Getting it, managing it, and renewing it**. Thousand Oaks, CA: Sage Publications.

▶ Discusses how to build effective relationships, design program organization, track finances, select and manage personnel, and strategize for continuation projects.

Thompson, et al. **Federal grants management handbook**. Washington: Grants Management Advisory Service. Loose-leaf for updating.

▶ Guides grantees through the administrative requirements associated with winning a Federal grant. Includes OMB circulars, Treasury regulations, and government-wide policies. May also subscribe to Administration for Children and Families "Federal Agency Reference Chapter," updated annually.

Whaley, J. & Stratton, J., editors. (2001). **Non-profit organization management: forms, checklists, guidelines**. 2<sup>nd</sup> edition. Aspen Publishers. Last supplemented 12/9/2002.

▶ Chapters include "Strategic Planning," "Personnel Management," "Program Management," and "Financial Management," among others. Forms, checklists, and guidelines may be reproduced (with restrictions).

Other publications are available at **Thompson's Grants Management Library** ([www.thompson.com/libraries/grantmanage/index.html](http://www.thompson.com/libraries/grantmanage/index.html))

▶ Thompson also offers e-mail alerts including free reports and special offers for grants professionals at [www.thompson.com/sitedocs/list\\_subscribe/grants\\_alert.html](http://www.thompson.com/sitedocs/list_subscribe/grants_alert.html).

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## Articles

The following are citations to journal articles that provide information regarding grants management issues. Contact your local public or university library to obtain the full text.

Chait, E. P. & Brachel, J. V. (1995). **Understanding program-specific audits**. *Journal of Accountancy*, 180(6), 69-72.

▶ Outlines the practical application of a program-specific audit, including when an accountant should perform a program-specific or an organization-wide audit.

Ferguson, J. (1994). **Take nothing for granted: Managing the effective grants office**. *School Business Affairs*, 60(2), 10-17.

▶ Discusses grant coordination, including management functions, project checklists, and how to maintain the grant's official file and review schedule.

## Journals and Newsletters

Blandford, D. (1991). **Automating grants management and review**. *SRA Journal*, 23(1), 5-12.

► Evaluates the experience of grants management staff at the U.S. Department of Health and Human Services in using technology to manage steps in the grant process.

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You will find up-to-date information on various aspects of program management in publications such as the ones suggested here. Some are available electronically while others are available exclusively in print.

**Charity Channel Electronic Newsletters** (<http://charitychannel.com/newsletters>)

**Children & Youth Funding Report** ([www.cdpublications.com/pubs/childrenandyouthfunding.php](http://www.cdpublications.com/pubs/childrenandyouthfunding.php))

**Chronicle of Philanthropy** (<http://philanthropy.com>)

**Grantsmanship Center Magazine** ([www.tgci.com/publications/magazine.htm](http://www.tgci.com/publications/magazine.htm))

**Exempt Organization Tax Review, The** ([www.tax.org/tcom/international/eotr.htm](http://www.tax.org/tcom/international/eotr.htm))

**Family Services Funding Report** ([www.cdpublications.com/pubs/familyservices.php](http://www.cdpublications.com/pubs/familyservices.php))

**Federal Assistance Monitor** ([www.cdpublications.com/pubs/federalassistance.php](http://www.cdpublications.com/pubs/federalassistance.php))

**Federal Contracts Report** ([www.bna.com/products/corplaw/fcr.htm#typeslink](http://www.bna.com/products/corplaw/fcr.htm#typeslink))

**Nonprofit Board Report** ([www.pbp.com/nbreport.html](http://www.pbp.com/nbreport.html))

**Non-Profit Legal & Tax Letter** ([www.taxexemptresources.com/Tax%20Letter.htm](http://www.taxexemptresources.com/Tax%20Letter.htm))

**Non-Profit Nuts & Bolts** ([www.nutsbolts.com/np-cd-more.htm](http://www.nutsbolts.com/np-cd-more.htm))

**Nonprofit Sector Research Fund Electronic Newsletters** ([www.nonprofitresearch.org/feedback1528/feedback.htm](http://www.nonprofitresearch.org/feedback1528/feedback.htm))

**NonProfit Times: The Leading Business Publication for Nonprofit Management** ([www.nptimes.com](http://www.nptimes.com))

## Conferences and Training

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Network, share ideas, and sharpen your management skills by taking advantage of training opportunities such as the following:

**Foundation Center Learning Lab**

(<http://fdncenter.org/learn>)

► Includes a Virtual Classroom, Online Librarian, Online Bookshelf, and Training for Grantseekers.

**Grants, Etc.** ([www.ssw.umich.edu/resources/browse.html?collection=grants&class](http://www.ssw.umich.edu/resources/browse.html?collection=grants&class))

► Offers online and regional courses and workshops in the Information Resources Section at [www.ssw.umich.edu/resources/browse.html?collection=grants&class\\_level\\_1=B%2E%20Information%20Resources](http://www.ssw.umich.edu/resources/browse.html?collection=grants&class_level_1=B%2E%20Information%20Resources).

**National Grants Management Association Management Training Series**  
([www.ngma-grants.org/training.htm](http://www.ngma-grants.org/training.htm))

**Management Concepts' Grants Management Certificate Program**  
([www.managementconcepts.com/grants/grantscp.asp](http://www.managementconcepts.com/grants/grantscp.asp))

► See their Grants & Assistance Training Catalog at [www.managementconcepts.com/grants/grantscat2003.pdf](http://www.managementconcepts.com/grants/grantscat2003.pdf).



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