

Grants Management and Best Practices



Presented by: Kevin Daucher and Cat Fox,
U.S. Department of State



U.S. DEPARTMENT *of* STATE

So you got the money... now what?



**Oceans and International
Environmental and
Scientific Affairs**

U.S. DEPARTMENT *of* STATE

Talking points for this session:

- Building a good Working Relationship
- Proper Reporting
- Developing Impact Numbers
- Lessons learned



Oceans and International Environmental and Scientific Affairs

Building Positive Working Relationships



OES

- Kick-off meeting
- Establish your main point of contact and who needs to be copied.
- Establish how involved the grantor wants to be, and what their communication expectations are.
- Schedule regular check-ins and take notes.
- Be proactive and transparent.



A Quick Test



- One of your main team members just announced their retirement.

Option 1: Hire a new person to fill their role, then notify your grantor of the change.

Option 2: Email or set up a meeting with your grantor letting them know the situation, and what your plan of action is.

- You are having trouble getting the government (or other institutions) engaged in your project.

Option 1: Schedule an "introduction to our project" webinar and invite those you have been trying to get a meeting with. This is an easy low-stakes way to encourage participation.

Option 2: Meet with your grantor and describe the problem.



Oceans and International Environmental and Scientific Affairs

Proper Reporting



OES

- Be on time.
- Use a template – make one or ask for one.
- Be specific and efficient.
- Highlight important points.
- Report on your successes and challenges.
- Can anything be used for a social media post?
- Keep organized records.



Oceans and International Environmental and Scientific Affairs

Numbers to Make an Impact



Impact Numbers



- Understand the grant.
- Consider your audience(s).
- Bring your ideas and expertise.
- Clear link from project to problem.



Oceans and International Environmental and Scientific Affairs

Lessons Learned



Lessons Learned



OES

- Document your challenges, and the solutions that worked for you... or what didn't work.
- Grantors expect challenges and understand risk.
- Learning from failure – what would you do differently next time?
- Don't be afraid to pivot if your approach isn't working.



OES

Concluding Thoughts



Oceans and International Environmental and Scientific Affairs

U.S. DEPARTMENT *of* STATE

The State Department's Office of Environmental Quality (ENV) is staffed by experienced scientists, lawyers, and diplomats who develop and implement U.S. foreign policy to protect air, food, soil, and biota from pollution, and promote a healthy environment by working with trade partners and multilateral institutions around the globe.

