

**You have just received the good news: Your grant proposal has been awarded—congrats! Now what? You may draft a simple letter of thanks, or at times—for instance, with government grants—you will have a more formal acknowledgment or signed contract to submit.**

**STEP ONE:**

Know the requirements for grant acknowledgment if the grant comes from a formal institution/organization. Otherwise, an acknowledgment letter is appropriate. Be sure the letter is:

- Timely
- Grammatically correct and includes an accurate description of project
- Highlights the importance of funder to project

Your case for support or appeal letter can serve as a model for your acknowledgment letter. Instead of communicating what you will do, you communicate what you did and what was successful. Be sure to also include what you learned in servicing the need/addressing the problem and how your learning will impact how you further address the problem.

**STEP TWO:**

Donor recognition goes beyond an acknowledgment letter or grant agreement. Donor recognition is outlined in appeals, be sure to follow up and give what was offered. Always double-check how funders would like their name and logo displayed. Common ways to recognize donors through name and logo follow:

- Website
- Programs
- Fliers
- E-mail campaign
- Brochures
- Social media

**STEP THREE:**

The donor acknowledgment process is not a single transaction. Continue to cultivate the relationship to ensure repeated engagement with future projects/programs/events. You can engage the donor/funder in multiple ways including:

- Other event or project invitations
- E-mail updates of milestones
- Include them in stories and celebrations of success
- Double-check final reporting requirements
- Be aware of next funding cycle deadlines

**STEP FOUR:**

Track all donor communications to be sure you are communicating equitably with all donors and not accidentally overlooking anyone.