FUNDING SUPPORT / PRACTICAL TOOLKIT

Grant Manager

From application to accountability.

Keep grant applications, awards, spending and reporting responsibilities together - even when a small team wears many hats.

01

Set up

Assign owners, unique IDs and an agreed filing location.

02

Record

Update decisions, cash received and spending allocations.

03

Review

Check due dates and restrictions weekly; reconcile monthly.

A practical bundle for small teams

Visual guide + editable Excel workbook + adaptable documents + fictional worked examples.

CUSTOMISABLE ADMINISTRATION TOOLS
Adapt to your organisation and each funder’s actual requirements. No funding guarantee, automatic reminders or direct data submission.

03 / FICTIONAL WORKED EXAMPLE

See what the numbers really say.

All names, amounts and results on this page and in the example CSV files are invented for learning. They are not client results.

Approved award	**NZ$6,000**
Cash received	**NZ$4,000**
Allocated spending	**NZ$1,500**
Award remaining	**NZ$4,500**
Cash remaining	**NZ$2,500**

The award remaining is not money in the bank. The cash remaining is an administrative allocation balance, not your full organisation bank balance. Verify both against the accounting records.

Try it in the workbook

Add G01 to Awards, then A01 / G01 / INV001 / 1,500 to Spending. The award remaining becomes 4,500 and the cash remaining 2,500. Change the grant ID to UNKNOWN to see a link warning.