Grant Tracking Sheet

By Colorado Nonprofit Association

Use this template for tracking grants. A manually updated tracking sheet is the most basic way to track grants. Once your organization has several grants, you may consider using a calendar application or grant management system that allows for notifications and alerts when deadlines are approaching.
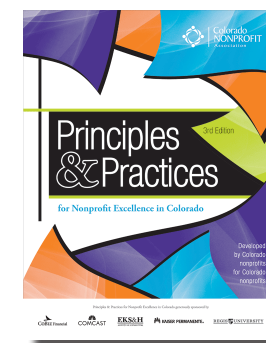
Contact info@coloradononprofits.org to request an editable version of this resource.

Funder Name	Grant App Due	Date Submitted	Amount Requested	Awarded (Y or N)	Date Awarded	Amount Awarded	Purpose/Project	TY Letter Sent	Grant Period	Iterim Report Due	Interim Report Sent	Final Report Due	Final Report Sent	Notes/Special Requests
ABC Foundation	1/31/2016	1/23/2016	$15,000	Y	2/28/2016	$15,000	Education Program	2/12/2016	1 yr	8/3/2016	7/28/2016	2/3/2017	1/22/2017	
XYZ Foundation	3/1/2016	2/25/2016	$30,000	Y	4/1/2016	$30,000	General Operating	4/12/2016	2 yrs	4/1/2017	3/25/2017	4/1/2018		

Donor Stewardship and Grant Relationships

A nonprofit should regularly communicate with donors and grantors regarding its activities and expenditure of funds in periodic or final reports, as agreed upon at the time of donation. Response to questions or requests for additional information should be provided in a timely fashion. (p. 43)

Find more information on best practices regarding fund development in *Principles & Practices for Nonprofit Excellence in Colorado*.

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