PARKS & TRAILS
COUNCIL OF MINNESOTA

Grant Checklist for Fiscal Clients

One benefit of the fiscal sponsorship program is that fiscal clients can seek grants that are available to 501(c)(3) nonprofit organizations. Fiscal clients need to follow P&TC procedures, including the checklist below. Please reach out to fiscal@parksandtrails.org with any questions or concerns.

Prospecting

- [ ] Identify project and find grant opportunity that matches project/mission. (You are encouraged to pursue grants that support your group's mission as a whole, rather than a specific project.)

Application

- [ ] Fill out P&TC's grant form to obtain permission to apply for grant.
- [ ] Wait to receive permission to apply or notification of any conflicts from P&TC.
- [ ] Clearly identify P&TC as your fiscal sponsor on the grant application.
- [ ] Submit the application to the granting organization and share it with P&TC.

Notification/Award

- [ ] Share award decision/letter with P&TC.
- [ ] Share grant contract and/or other pertinent documents with P&TC.
- [ ] Ensure grant dollars are deposited directly into fiscal client's account held by P&TC.

Implementation

- [ ] Implement project, keeping P&TC in the loop with progress and any major concerns in your group's ability to carry out the project.
- [ ] Ensure expenditures associated with grant are indicated as so on the expenditure request form.
- [ ] Keep records of expenditures associated with the grant.

Reporting/Closing Out

- [ ] Submit any required reports to the grantor and share reports with P&TC.
- [ ] Notify P&TC when the project is complete and the grant is closed out.