



**LEGACY**  
FOUNDATION

WELLNESS | EMPOWERMENT | LEARNING

GRANT LIFECYCLE		
<b>PHASE 1</b>	PRE-FUNDING	(1.1) IDENTIFY FUNDING OPPORTUNITY
		(1.2) SUBMISSIONS & REVIEW OF PROPOSAL
		(1.3) EXECUTIVE SUMMARY TO TRUSTEES
<b>PHASE 2</b>	FUNDING	(2.1) ANALYSIS OF FULL PROPOSAL
		(2.2) AWARD DECISION
		(2.3) FORMAL NOTIFICATION
<b>PHASE 3</b>	POST-FUNDING	(3.1) PROJECT / PROGRAMME IMPLEMENTATION
		(3.2) REPORTING
		(3.3) CLOSEOUT

### Post Award Phase

The post funding phase comprises a significant amount of work over the duration of the project/programme dates, which includes implementing the grant, reporting progress, and completing the closeout requirements. The Legacy Foundation team is here to assist and ensure that you or your organization complies with the funding terms and conditions. Your job is to faithfully and diligently carry out the program.

### Reporting

The Foundation monitors your progress and expenditures through various programmatic and financial reporting procedures, as well as using the performance metrics provided in the funding proposal. While the majority of award recipients carry out the grants ethically and efficiently, these monitoring procedures are necessary to maintain transparency and to prevent fraud and abuse.

Legacy's Programme Development Coordinator will review reports and conduct site visits (where required), so we recommend you maintain an effective line of communication with him throughout the grant lifecycle. It is better to prevent issues by talking to the Programme Development Coordinator to clarify grant terms or expectations than it is to submit a report and wait for problems to be identified and recourse initiated.

The specific reporting requirements, schedules, and systems can vary for each grant, so please review the terms and conditions laid out in your funding award letter carefully for this information.

### Closeout

The closeout step is where the grant process ends. In order to complete a closeout, you, the award recipient, must, if required, submit the final financial and programmatic reports within 90 days after the grant award expires or is terminated. Legacy Foundation will review these reports to ensure compliance with all the grant terms and conditions as well as to make sure you spent all the funds appropriately. These reports are also used during the Foundations annual financial audit, therefore, all unused funds must be returned to the Foundation.

Lastly, we encourage all funding recipients to retain your grant records for at least three years from the date of the final expenditure report.