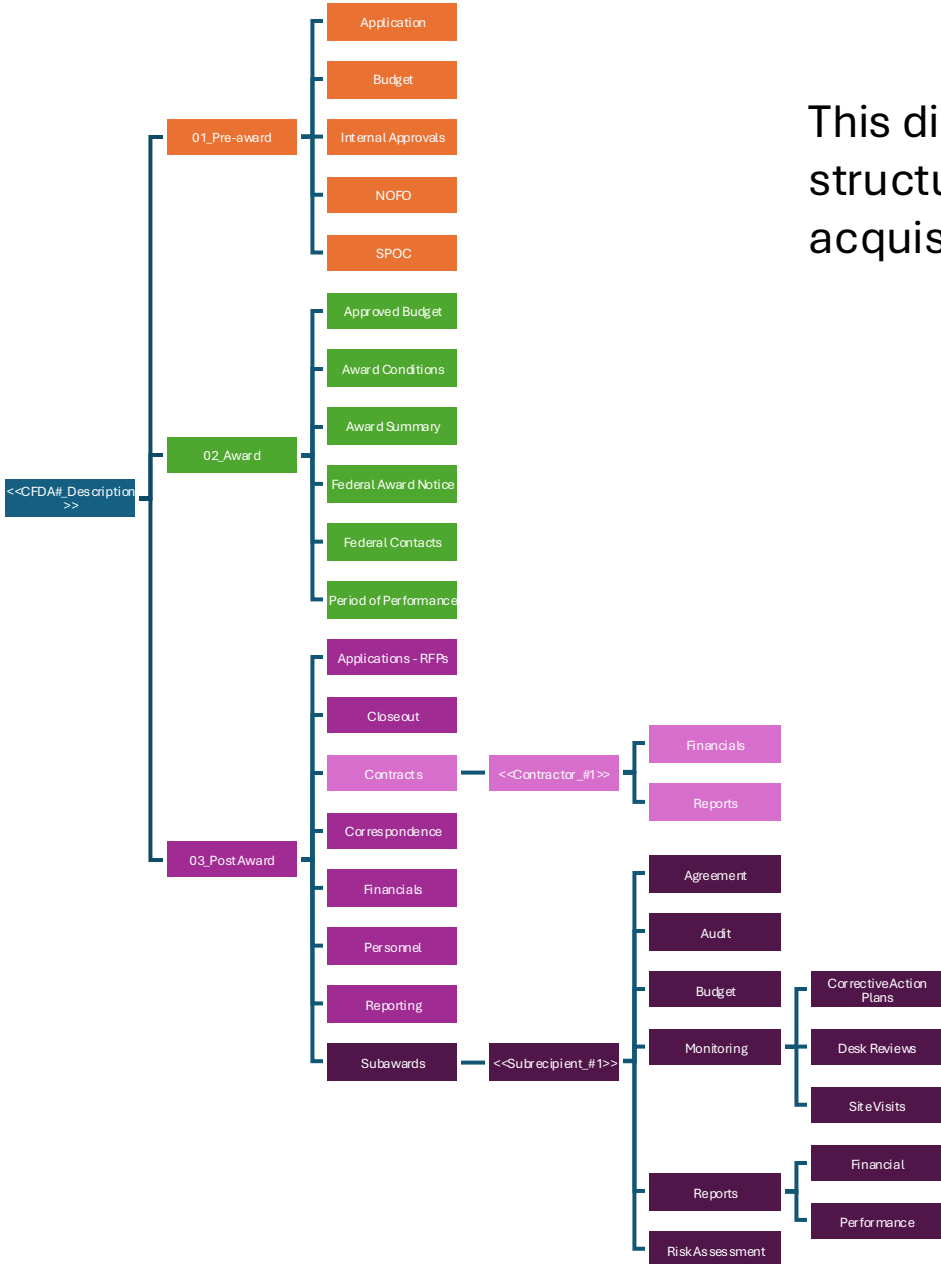


Grant File Folder Structure



This diagram outlines the folder structure used for both grant acquisition and grant management.

01_Pre-award

This folder contains all documents relating to grant acquisition

Application

This folder contains all components of the application – narrative, supplemental materials, letters of support, etc.

Budget

This folder contains the budget submitted in the application along with supporting documents used to arrive at budget amounts.

Internal Approvals

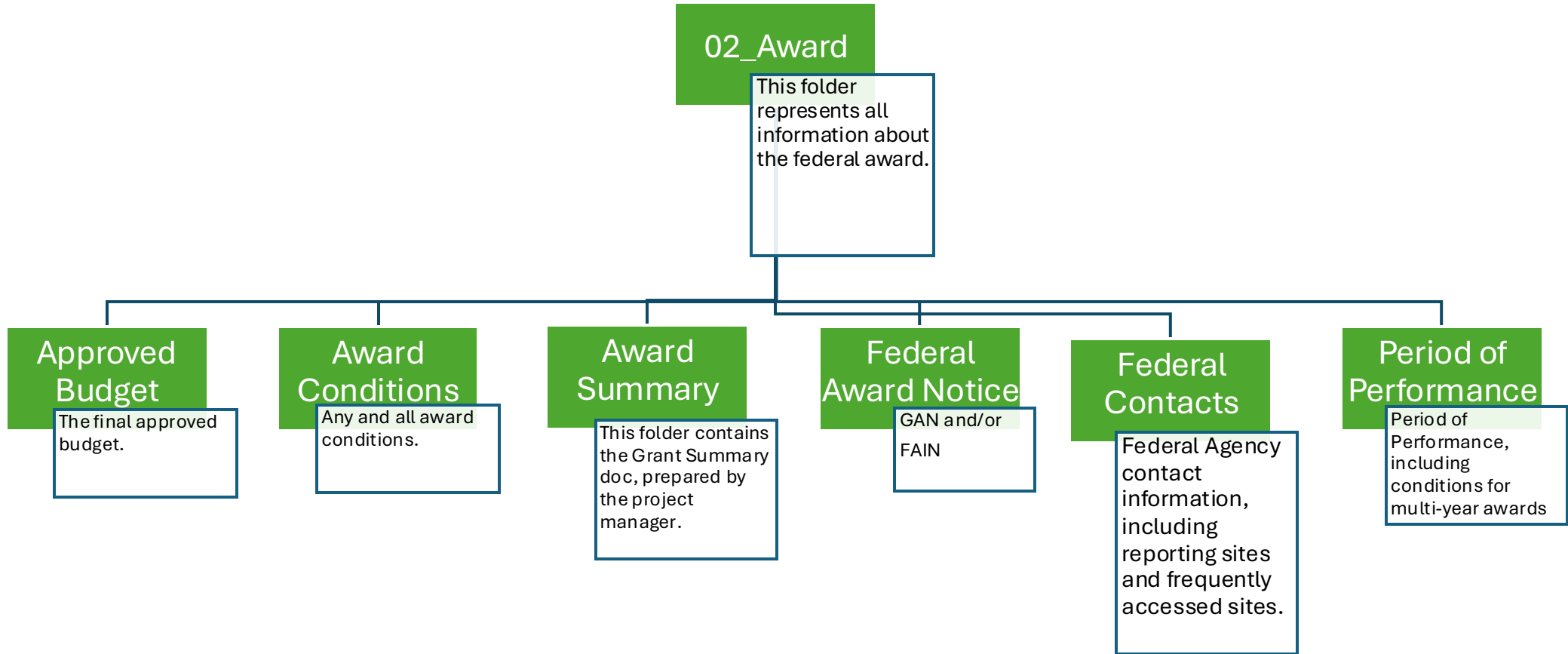
This folder contains all internal approvals relating to the application.

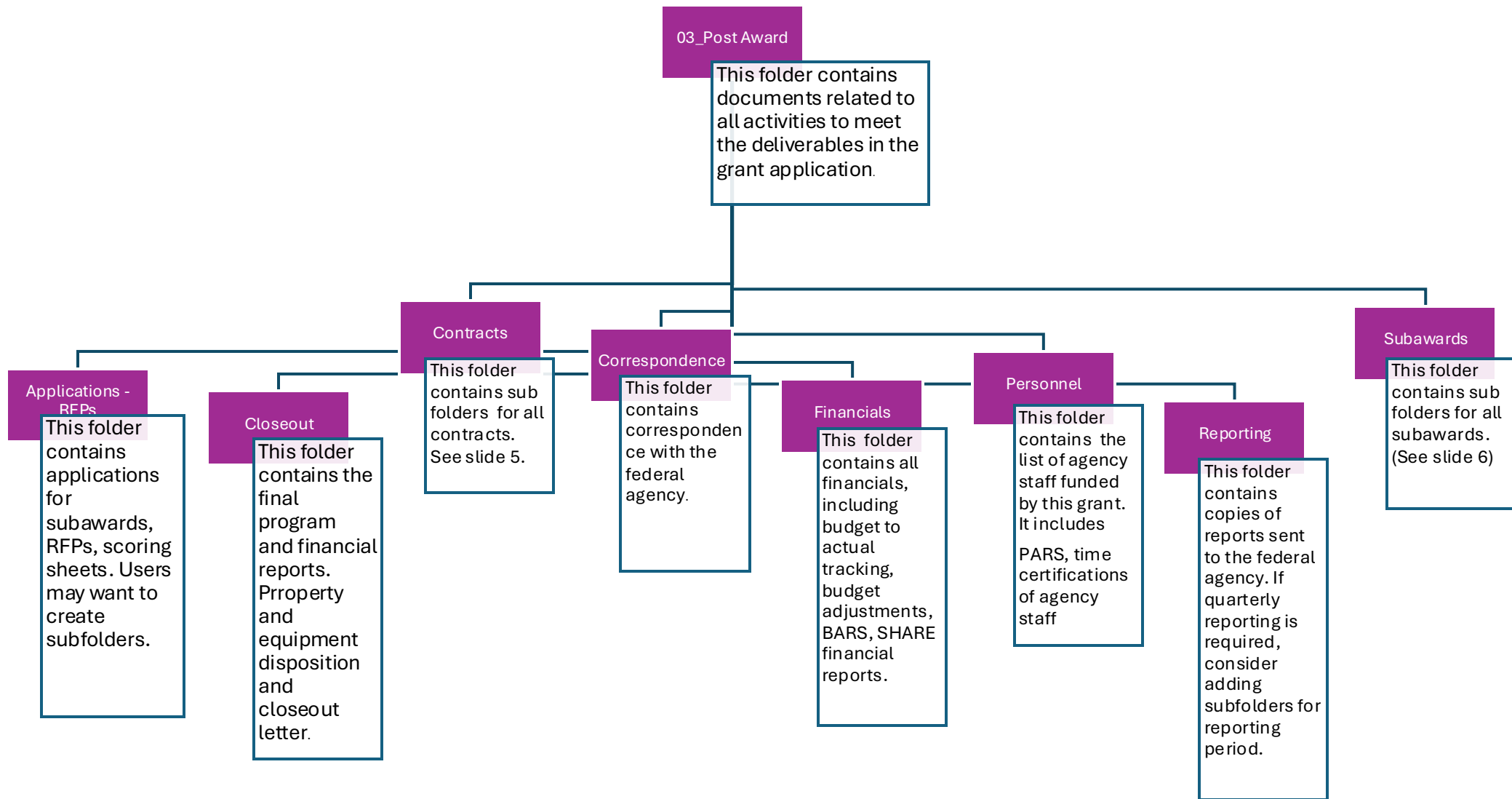
NOFO

This folder contains the Notice of Funding Opportunity from the Federal Register or grants.gov along with any FAQs, important dates or other information provided by the funding agency.

SPOC

This folder contains correspondence and review by the Single Point of Contact – Intergovernmental Review.





Contracts

This folder contains all documents relating to all executed contracts and purchase orders.

<<Contractor_#1>>

Edit the folder name to reflect the contractor name. A copy of the executed contract and purchase order should be place in this folder.

Financials

This folder contains all financials received from the contractor including invoices and payments.

Reports

This folder contains documents relating to tracking deliverables within the contract.

