

Grants management database

Rebecca Kushner

The database was built in MS Access. It tracks:

- Which grant proposals are due
- Reports due for funded grants
- Grant leads
- Employees funded by grants, listed both by employee (% of hours grant funded) and by grant

Homepage – grants, leads, funders, employees and reports

JMSCHC Grants Management

Grants

- View/Edit an existing grant
- Create a new grant
- View staff funded and expenses for a grant

Leads

- View/Edit an existing lead
- Create a new lead
- View/Print leads

Funders

- View/Edit an existing funder
- Create a new funder

Employees

- View/Edit an existing employee
- Create a new employee

Reports

- Reports and Grants Due
- Grant tasks for each person
- Current Grants
- All other reports
- Misc. tasks to be done

Admin

Financial reports on grants by department and by manager

Close Form

Department Employee Financial Report

Choose Department

010	Medical
020	Dental
030	Mental Health
040	Outreach
050	Operations
060	Corporate
070	School Satellite

View Employee financials

Site Financial Reports

Choose Fiscal Year

FY04	7/1/03	6/30/04
FY05	7/1/04	6/30/05
FY06	7/1/05	6/30/06
FY07	7/1/06	6/30/07
FY08	7/1/07	6/30/08
FY09	7/1/08	6/30/09
FY10	7/1/09	6/30/10
FY11	7/1/10	6/30/11
FY12	7/1/11	6/30/12
FY13	7/1/12	6/30/13

View funded grants by site

Grant Program Managers and Their Grants

Information on a grant – grant manager (program supervisor), staff funded, expenses funded, reports due.

Grants

Grant ID # Funder

Shorthand Funder's Grant Name

Overview Submitted Grant **Grant Funded** Non-staff Expenses Tasks (reports) Denied/Withdrawn

Date Funded Amount Awarded Multi-year (from-to) Renewal?

Start Date End Date Purpose Payment notes

Grant Duration (weeks):

Fiscal Year(s)

FY	Pro-rated Weeks	Amount
FY07	26	\$2,500
2006-2007	<input type="button" value="Calculate"/>	
	<input type="button" value="+ Add another year"/>	

Name	Hrs	Grant Amount	Pro-rated	Department	Notes
Mouse, Mickey	20	\$2,000	<input type="text"/>	Set Outreach	<input type="text"/>
Dog, Gooly	1	\$500	<input type="text"/>	Set Outreach	<input type="text"/>
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	Set	<input type="text"/>

Record: 1 of 2 | View previous year | View next year

Information on grant – can be printed or can print report of funding by department and employee

Grant -- Staff Funded and Expenses

Grant # **G08-250** Grant name **Latino Success**

Grant Amount \$2,000.00 Start Date 01-Jul-07 End Date 30-Jun-08

Program Manager(s) Rebecca Kushner

Staff Funded

First name	Last name	Amount	Hrs/Wk
Gooly	Dog	\$800	1
Wonder	Woman	\$800	1

Expenses

Expense	Amount	Comments
fringe/taxes	\$200	<input type="text"/>
overhead	\$200	<input type="text"/>

Information on funding lead – grant amount, purpose of grant, highlights relevant to organization, staff responsible for writing grant, deadline information, status

Funding Leads

Funder

Grant Name

Amount (low)

Amount (high)

Shorthand

Grant Status **Lead date**

Staff to Write Grant

Choose staff	Task	Actual due date	Due to development:
<input type="text" value="Rebecca Kushner"/>	<input type="text" value="Grant writing"/>	<input type="text" value="11-Jul-07"/>	<input type="text" value="11-Jul-07"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RFR Info | **Programs to Fund** | Narrative Info | Notes

Grant Purpose
 improve health status of targeted minority populations by eliminating disparities; use of community partnerships with locally grounded, grassroots organizations to develop and/or implement promising practices and model programs targeting minority communities that focus on: health education promotion, disease risk reduction and increased access to and use of

Overview/highlights
 3 year grant, \$250,000/yr
 ****program will focus on health education promotion, disease risk reduction, and increased access to and utilization of preventive health care and treatment services.
 program will:
 --increase awareness of risk factors and health-promoting behaviors
 --reduce high-risk behaviors
 --improve access to health care for hard to reach minority populations
 select 3 of the 5 outcomes:
 --increase awareness of health disparities
 --strengthen leadership at all levels for addressing health disparities
 --improve patient-provider interaction
 --improve cultural/linguistic competency


Other Deadline Info


LOI, etc.


Expect to hear by

Source of Funding Lead

Board summary

Go to Grant Form 

Print lead(s) 

Delete lead 

Close Form 