

Next Level Grant Management Training – 2025

Dates	Instructor(s)	Session Title	Content	Relation to Ethics (Code of Ethics)	GPCI Competencies (GPCI Competencies)
Jan 21	Amanda Day, GPC and Kimberly Hays De Muga, GPC	Grant Management: More Important Than Grant Writing!	Understand why grant management is so important, learn that it's not a solo effort, it's more than a focus on the money, review major differences between public and private money, understand management starts in grant proposal development	This session will cover: Ethics #1, #2, #8, #11	This session will cover: Competencies #5 and #7
Feb 18	Amanda Day, GPC and Kimberly Hays De Muga, GPC	The Grant is Awarded: Now the real work begins!	Learn how to build a Grants Management Team that will take your agency or clients from correctly handling the grant agreement to tracking outcomes and expenditures, use systems to streamline the process, create winning internal communication strategies to take the stress out of grant management	This session will cover: Ethics #8, #11, #12	This session will cover: Competency #5, #7, #8
March 18	Amanda Day, GPC and Kimberly Hays De Muga, GPC	Changes and Trends in Federal and Private Grant Management	Understand OMB changes and the differences between federal, state/local, and foundation/corporate funding when it comes to grant management	This session will cover: Ethics #2 and #11	This session will cover: Competencies #5
April 15	Amanda Day, GPC and Kimberly Hays De Muga, GPC	Measure Twice, Cut Once: Setting Up Policies and Procedures for Grant Management Success	Learn the vital role risk management & internal controls plays in creating an organization poised for successful grant management that meets all the requirements set out in the OMB guidelines	This session will cover: Ethics #2 and #11	This session will cover: Competency #5 and #6

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May 20	Amanda Day, GPC and Kimberly Hays De Muga, GPC	Policies, Procedures, and Regulations, OH MY!	Understand the importance of creating procedures that follow the minimum guidelines set by the OMB surrounding procurement, travel, equipment, conflict of interest, and other related policies, such as Buy American	This session will cover: Ethics #2, #4, #11	This session will cover: Competencies #5
June 17	Amanda Day, GPC and Kimberly Hays De Muga, GPC	Mistakes Were Made: Avoiding Grant Mismanagement Pitfalls	Explore options for what to do when things go wrong, building relationships with your funder, sharing success stories; understanding the repercussions of mismanaging grant awards	This session will cover: Ethics #1, #2, #8, #11	This session will cover: Competencies #5 and #8
July 15	Amanda Day, GPC and Kimberly Hays De Muga, GPC	Keeping Track of Every Penny in Your Grant Budget	Learn the importance of tracking actual expenses as compared to your grant approved budget, documenting every expenditure, accounting for personnel time, requesting budget amendments (when needed), claiming in-direct costs, documenting match requirements, and ensuring your funding is spent in a timely manner	This session will cover: Ethics #1, #3, #11, #12, #16	This session will cover: Competencies #5 and #6
August 19	Amanda Day, GPC and Kimberly Hays De Muga, GPC	Site Visits, Audits, and the OIG	Understand the importance of, difference between, and how to prepare for funder site visits from public and private funders, annual audits, single audits, and unannounced audits conducted by the Office of the Inspector General (OIG)	This session will cover: Ethics #1, #2, #3, #11, #16	This session will cover: Competency #5
Sep16	Amanda Day, GPC and Kimberly Hays	Beyond the OMB: Federal Grant Requirements, Rules, and More	Learn the many terms and regulations often required by projects involving grant funding, including the Davis Bacon Wage Act,	This session will cover: Ethics #2 and #11	This session will cover: Competency #5

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	De Muga, GPC		Disadvantaged Business Enterprise (DBE) requirements, Debarment and Suspension reviews for sub-contractors, Supplanting, Federal Funding Accountability and Transparency Act (FFATA), and more		
Oct 21	Amanda Day, GPC and Kimberly Hays De Muga, GPC	Sub-contractors and Sub-recipients – What's the Difference	Understand the difference between sub-contractors and sub-recipients, and how to manage each when federal grant funding is involved	This session will cover: Ethics #2, #4, #11	This session will cover: Competency #5
Nov 18	Amanda Day, GPC and Kimberly Hays De Muga, GPC	Case Studies & Real World Practices Using 2 CFR Part 200	Get comfortable with the layout and information contained within the Office of Management and Budget's (OMB) 2 CFR Part 200, also known as Uniform Guidance, and discuss some lessons learned through a series of case studies	This session will cover: Ethics #1, #2, #3, #6, #11	This session will cover: Competency #5 and #6
Dec 16	Amanda Day, GPC and Kimberly Hays De Muga, GPC	The End is Near: Grant Closeout	Understand the requirements and processes of closing out a grant program, to include record retention, grant extensions, and the continuous cultivation of your funders	This session will cover: Ethics #2, #11, #12	This session will cover: Competencies #5 and #8