**Grant Launch Meeting Agenda**

***Instructions:*** *This meeting officially kicks off a new grant. It should be led by the* ***Grant Lead*** *and attended by key staff from Programs, Finance, and other relevant departments (e.g., Marketing) involved in grant execution. To ensure accessibility, maintain the agenda in a shared drive. Use it to document notes and action items, creating an ongoing reference for the team.*

**AGENDA**

1. **Grant Overview**

* Name of Funder, Grant
* Summary of submitted proposal: objectives, deliverables, budget, grant period, M&E
* Link to folder with Award Letter and final materials
* Programmatic, M&E commitments
* Partner dynamics/considerations
* Risks, opportunities

1. **Budget and financial management**

* Reminder of budget components
* Spend planning any key budget lines as needed

1. **Compliance and reporting**

* Reporting dates and requirements
* Key compliance items from Grant Agreement

1. **Grant Team** *Names and Roles* - *See Grant Team Roles and Responsibilities Reference Document*

* Grant Lead:
* Grant Writer:
* Programs Rep:
* Finance Rep:
* Fundraising Rep:

1. **Funder stewardship**: *Required and desired communications with funder: check-ins, reporting, meetings, renewal conversations. Schedule with relevant CRM tool.*