**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.*