bi3

ONBOARDING DOCUMENT

Project Lead:

Project Name:

Grant Award: $

Grant Award Date:

Project Timeframe:

Project Purpose:

The purpose of the Grant is to

Learning Questions:

In addition to regularly reflecting on key accomplishments, learnings, and opportunities for bi3 to support and lift up this work, this grant seeks to learn more about the following:

1.

Key Grant Deliverables: *PRELIMINARY*

Deliverables	Due Date/Frequency
Signed Grant Agreement	
Work Plan	
Outcomes Chart	
Grant Reporting:	
➢ Regular learning sessions (to include six-month reviews of key project metrics) i.e. Meeting once a quarter	
➢ Annual Reporting	
➢ Final Report and Meeting	

Annual and Final Reports may include: Summary of successes/accomplishments, learnings, impact of the grant to the organization and the community, number of individuals served, leveraged resources

(have other organizations/funders invest in your work?), update of outcomes chart and sustainability (how will this project live on?).

More information about the grant deliverables can be found here: bi3.org/how-we-fund/working-with-bi3/.

Grantee Partner expectations:

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Payment Schedule: *PRELIMINARY*

Total Grant Award: $

Installment Date	Installment Amount
Total	

Key Contacts:

- Grantee partner financial contact:

- Grantee partner marketing/communications contact:

- Communications Channels bi3 should follow (i.e. Newsletter, social media, etc.):

- Grants management system contact:

- Mobilize contact(s):

- bi3 grants team contact:
- Additional bi3 support: If you need support navigating the grants management system or have a question about a step in the process, please contact Marian Black at marian_black@bi3.org. If you would like to discuss grant reporting, impact, and evaluation, please contact Zohar Perla at zohar_perla@bi3.org.