



## thankQ grants

The grants module is designed for charities that need a comprehensive set of tools to manage the applications they receive for funding. As part of the implementation of the thankQ grants module, our project teams will work closely with you to ensure that your approval process is reflected within the thankQ workflow. Typically the grants module will:

- manage applications
- measure applications against funding targets
- record committee / trustee decisions
- generate payment schedules
- track reporting milestones
- record publicity material

### managing the application process

**Grant Applications**

Grant ID: GR100004  
 Applicant ID: 1000185  
 Title: Weekend Break fo

Amount Applied for: 6  
 Description: Weekend in Bright  
 Grants Officer: Jamie Smith  
 Programme: General Grants 200  
 Fund: Small Grants UK 20  
 Region: East Midlands  
 Conditions: For carers who hav  
 Committee Meeting Date: 22-Sep-2007

A workflow, built to reflect your application and approval process ensures that as applications are received, all the necessary information is recorded and stored in a consistent fashion. At each stage of the workflow, only users with appropriate permissions can move the application on to the next stage. Each grant administrator can quickly select their current workload and see all communications - inbound and outbound - relating to that application. Any reasons for rejection or withdrawal are also held and can be used for later analysis.

### committee and trustee reports

thankQ automatically identifies which applications are at a stage ready for review by committee or the board of trustees. This means all the necessary information can be extracted from the database and presented in a clear report for review. In addition, as each grant can be classified against programmes or funds, decision makers can keep track of what areas they are helping to support.

### payment schedules and reporting

As part of the approval process, it will often be necessary to set up a payment schedule indicating when each instalment of the grant will be paid. Where appropriate, this can be submitted to your accounts system to help budget planning.

A schedule of reporting requirements, for example year end accounts or project progress reports can also be configured to ensure that you have received the right information before releasing an instalment.

### who uses thankQ to manage grants?

**Karuna Trust** is a Buddhist organisation that has used thankQ since 2002 to manage the grants it distributes amongst educational, health and cultural projects in India.

