COURSE BROCHURE

Managing Donor-Funded Projects

A practical course on managing grants from signature to closeout: reading funder conditions, controlling budgets and eligible costs, procurement, sub-recipients, reporting and audit readiness.

Code	HT-PM-112
Category	Project Management
Duration	1 week
Level	Intermediate

Introduction

Winning the grant is only half the journey. Many implementing organizations lose part of their funding, or their funder's confidence, through ineligible costs, late reports or missing documents. Managing a grant to its terms is a skill distinct from delivering the project technically.

Objectives

- Recognize the types of donors, the funding instruments and the grant stages from call to closeout
- Read a grant agreement and capture its obligations, deadlines and restrictions in a compliance matrix
- Build a grant budget, track the burn rate and request amendments when needed
- Apply funder requirements for procurement, assets and sub-recipient management
- Prepare consistent narrative and financial reports and get project files ready for audit and closeout

Who should attend

- Project managers and coordinators in non-profit and civil society organizations
- Grants and compliance officers
- Accountants and finance officers working on funded projects
- Staff of project implementation units in government entities receiving development finance

Skills you will develop

- Analyzing grant agreements and their conditions
- Grant budgeting and expenditure tracking
- Documenting procurement and costs to funder requirements
- Writing narrative and financial reports for funders

Learning Outcomes

- Build a compliance matrix linking each agreement condition to an owner, a deadline and supporting evidence
- Produce a budget monitoring report showing variances, burn rate and a forecast to the end of the grant
- Test a sample of expenses and judge their eligibility and the completeness of their documentation
- Draw up a grant closeout plan covering assets, financial commitments and record retention

Course Outline

Day 1: The Funding Landscape and the Grant Life Cycle

- Bilateral and multilateral funders, philanthropic foundations and development funds
- Funding instruments: grants, cooperative agreements and service contracts, and how obligations differ
- From call for proposals to award: capacity assessment of the implementer and due diligence

Day 2: The Grant Agreement and Compliance

- General conditions, special conditions and annexes, and their order of precedence
- Eligible and ineligible costs: the tests of reasonableness, allocability and documentation
- Anti-fraud, conflict of interest, safeguarding and reporting policies

Day 3: Budgeting and Financial Management of the Grant

- Building the budget: direct costs, indirect costs and cost share
- Tracking actual against plan, burn rate and budget amendment requests
- Allocating shared costs across several grants, timesheets and exchange rate differences

Day 4: Procurement, Assets and Sub-Recipients

- Procurement thresholds, competition requirements and the documentation file for each purchase
- The asset register, tagging and disposal at the end of the grant
- Pre-award assessment of sub-recipients and their financial and technical monitoring

Day 5: Reporting, Audit and Closeout

- Aligning the narrative report with the financial report and progress indicators
- Preparing for audit, the most common findings and questioned costs
- Applied workshop in which participants prepare the compliance matrix and closeout plan for the fictional grant file

Training methodology

A complete fictional grant file with agreement, budget and expenditure records, used every day
Voucher-testing exercise to spot ineligible costs
Excel exercises on budget tracking and burn rate calculation
Discussion of realistic audit findings and how to resolve them

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Istanbul	22 – 26 March 2027	AR	EUR 4,800
Dubai	5 – 9 April 2027	EN	EUR 4,500
London	12 – 16 April 2027	AR	EUR 5,700
Amsterdam	19 – 23 April 2027	EN	EUR 5,500
Online	26 – 30 April 2027	AR	EUR 1,800
Istanbul	27 September 2027 – 1 October 2027	EN	EUR 4,800
Dubai	4 – 8 October 2027	AR	EUR 4,500
London	11 – 15 October 2027	EN	EUR 5,700
Amsterdam	18 – 22 October 2027	AR	EUR 5,500
Online	25 – 29 October 2027	EN	EUR 1,800

Fees are per participant.

Contact us

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To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/donor-funded-project-management