# How Do I…

Manage Grants in TCM?

Problem

I need to manage multiple grants with different deadlines, etc and I don't want to use an additional software product or Excel to manage them.

Solution

By using the Moves Management Tool within the Fundraising Manager, you can achieve this.
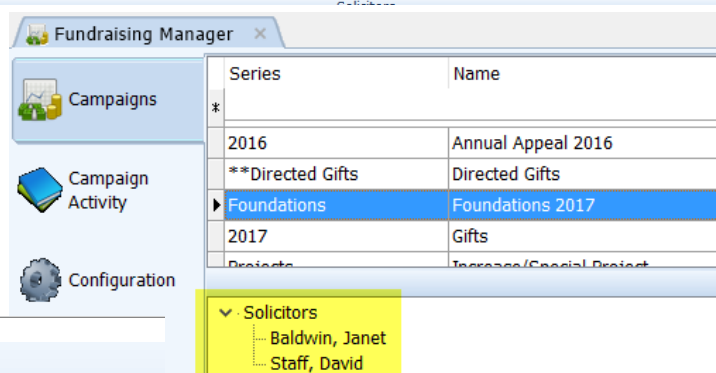
Process

1. Create a contact for the Foundation to which you are applying.
   SUGGESTION: Enter the Foundation name in the company name and your contact in the first and last name fields.
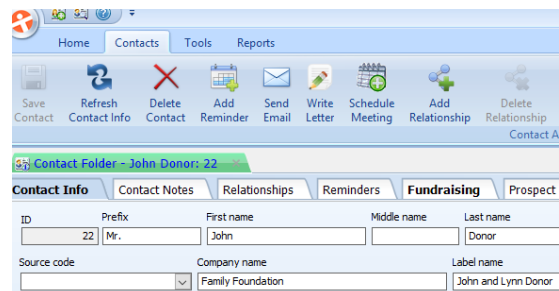
2. In the Fundraising Manager, create a Series and Campaign for the Foundations you are applying to. Annual goals, application amount, and received amounts can all be tracked with the campaign as well.

3. Identify the staff or volunteers who will be working on the grants and add them to the solicitor box.

4. Create a "Pledged Gift" for the application amount.

5. Change the *Funder Name* to the Foundation.
6. Set the *Solicitor* to the lead staff or volunteer working on the grant request.
7. Select the "Moves" Tab.
8. Begin entering projects needed for the grant application. Click the * to add others to the project, however they must have a contact in TCM.
9. As the project evolves, you can:
   a. Edit the projects and dates,
   b. Keep extensive notes about the task,
   c. Add outcomes when you know them.

10. Once the grant is funded and the payment is received, fill in the Donor payment tab.

11. The Foundation Cover sheet will now show the goal amount, application amount, and the actual amount received.

12. The report, *MM 3 - Moves Management Foundation 20170612* (found in the TCM Report Library), will allow you to track the tasks and progress of each grant.