**Creative Services Limited (CSL)**
**Grant Management Policy**
(Version-1, Effective from January 01, 2024)

# 1. Introduction

Creative Services Limited (CSL) is committed to effectively managing grants to ensure transparency, accountability, and alignment with organizational goals. This Grant Management Policy serves as a framework for effectively administering, monitoring, and reporting grants received and awarded by CSL. It aims to ensure responsible and successful outcomes in all grant-funded activities through transparency and accountability.

# 2. Purpose

The purpose of this policy is to:
- Establish procedures for the administration and oversight of grants.
- Ensure compliance with applicable laws, regulations, and grantor requirements.
- Promote transparency, accountability, and effective use of grant funds.
- Enhance the ability to secure future grant funding.

# 3. Scope

This policy applies to all employees, suppliers, and stakeholders involved in the grant management process at CSL. It covers the entire grant lifecycle, including proposal development; grant administration, financial management, reporting, and closeout.

# 4. Principles

## 4.1 Transparency
- Ensure clear and open communication regarding grant activities.
- Provide stakeholders with access to relevant information about grants.

## 4.2 Accountability
- Establish clear roles and responsibilities for grant management.
- Implement mechanisms to monitor and report on the use of grant funds.

## 4.3 Compliance
- Adhere to all applicable laws, regulations, and grantor requirements.
- Ensure that all grant activities align with CSL's policies and objectives.

## 4.4 Stewardship
- Manage grant funds responsibly and efficiently.
- Ensure that grant funds are used for their intended purposes.

# 5. Grant Lifecycle

## 5.1 Proposal Development
- Identify funding opportunities that align with CSL's mission and objectives.

- Develop and submit grant proposals in accordance with grantor guidelines.
- Ensure proposals are reviewed and approved by relevant stakeholders before submission.

## 5.2 Grant Award and Acceptance
- Review grants award terms and conditions to ensure they are acceptable and feasible.
- Obtain necessary approvals before accepting grant awards.
- Communicate grant award details to relevant stakeholders.

## 5.3 Grant Administration
- Designate a Grant Manager for each grant to oversee its implementation.
- Establish a detailed work plan and budget for grant-funded activities.
- Maintain accurate records of all grant-related activities and expenditures.

## 5.4 Financial Management
- Ensure grant funds are managed in accordance with grantor requirements and CSL's financial policies.
- Track and report on grant expenditures regularly.
- Ensure all expenditures are necessary, reasonable, and allocable to the grant.

## 5.5 Monitoring and Reporting
- Regularly monitor grant activities to ensure compliance with grant terms and conditions.
- Prepare and submit timely and accurate reports to grantors, as required.
- Address any issues or discrepancies identified during monitoring or reporting.

## 5.6 Grant Closeout
- Complete all required grant activities and deliverables by the grant end date.
- Prepare and submit final reports and financial statements to the grantor.
- Ensure all grant funds are properly accounted for and any unspent funds are returned, if required.

## 6. Roles and Responsibilities

## 6.1 Grant Manager
- Oversee the implementation and administration of the grant.
- Ensure compliance with grant terms and conditions.
- Prepare and submit required reports to the grantor.

## 6.2 Finance Department
- Manage grant funds in accordance with financial policies and grantor requirements.
- Track and report on grant expenditures.
- Assist with the preparation of financial reports.

## 6.3 Compliance Officer
- Monitor compliance with grant terms and conditions.
- Conduct periodic audits of grant activities and expenditures.
- Address any compliance issues that arise.

### 6.4 Executive Management
- Provide oversight and support for grant management activities.
- Ensure that grant activities align with CSL's strategic objectives.

## 7. Training and Capacity Building

- Provide training to employees involved in grant management on relevant policies, procedures, and best practices.
- Encourage continuous learning and professional development in grant management.

## 8. Monitoring and Evaluation

### 8.1 Internal Audits
- Conduct regular internal audits to assess compliance with this policy and grantor requirements.
- Identify and address any weaknesses or areas for improvement in grant management processes.

### 8.2 Performance Evaluation
- Evaluate the performance and outcomes of grant-funded activities.
- Use evaluation findings to improve future grant management practices.

## 9. Review and Updates

- This policy will be reviewed annually and updated as necessary to reflect changes in laws, regulations, and best practices.
- Feedback from employees and stakeholders will be considered in the review process.