

# Grant Management Process

You received a CTH Grant. What's next?

01

## Accept the Award

Log in to the CTH grants portal to read and sign your grant agreement. Depending on the grant line, there may be other requirements, such as a survey, at the time of contract.

02

## Receive Payment

Once CTH has processed your grant agreement, we will mail you a check for the first installment of your payment. The payment structure for your award can be found in your grant agreement.

03

## Alert CTH of Changes

You will have the entirety of your grant period to complete your project. If there are any major changes to your project, including budget changes exceeding 10% of your award amount, changes in key project team members, or major changes to the format of the project, please contact CTH Grants staff. If you will require an extension, please contact Grants staff for approval prior to your grant period end date.

04

## Submit Your Final Report

At the end of your grant period, you must submit a final report to receive the final installment of your payment, as well as to be eligible to apply for another grant in the same grant line. All final reports should be completed in the grants portal.

05

## CTH Closes Your Grant

CTH will process your final report and, when approved, will mail you a check for your final installment payment