



GRANT MANAGEMENT FOR NGOs & DONOR RELATIONSHIP

“The art of funding lies not only in writing proposals — but in building trust.”

– SEH Training Academy

Certified by the German Jordanian University – Consultation and Training Center

Master the Skills of Winning Grants and Building Lasting Donor Partnerships

Are you working in the nonprofit or development sector and seeking to enhance your skills in managing grants and donor relations?

Do you want to secure sustainable funding, maintain transparent partnerships, and ensure accountability to international donors?

The Grant Management & Donor Relationship course equips you with practical tools to plan, manage, monitor, and report on donor-funded projects effectively. Through real case studies and simulations, you'll learn how to communicate with donors, ensure compliance, and strengthen your organization's credibility in the humanitarian field.

Whether you are a project manager, finance officer, fundraiser, or program coordinator, this course gives you the essential technical and interpersonal skills to build donor trust and ensure successful grant delivery.

Course Overview



Total Duration: 36 Hours
• 36 Hours of Intensive Training
• 9 Hours Dedicated to the Graduation Project



Location:
Amman, Jordan



Certified by: German Jordanian University
– Consultation and Training Center



Format:
In-person / Hybrid



Language:
English / Arabic



Course Fees:
360 JD

Week 1 :

Introduction to Grant Management & Donor Ecosystem

- Understanding the donor landscape: UN, EU, USAID, and international agencies
- Types of grants: institutional, restricted, unrestricted
- The grant cycle: from proposal to close-out
- Roles and responsibilities in NGO grant management
- Ethical standards and donor compliance



Week 2 :

Proposal Development & Funding Strategy

- Identifying funding opportunities and matching donor priorities
- Designing a winning concept note and logical framework (Logframe)
- Writing strong objectives, outputs, and indicators
- Budgeting for proposals: best practices and justification
- Common proposal errors and how to avoid them



Week 3 :

Grant Agreement & Donor Communication

- Key components of donor contracts and agreements
- Negotiating terms and understanding reporting obligations
- Building and maintaining professional donor relationships
- Communication protocols and donor updates
- Managing expectations and transparency in reporting

Course Structure



Week 4 :

Financial & Administrative Compliance

- Understanding donor financial guidelines and eligible costs
- Budget control, expenditure tracking, and variance analysis
- Procurement and audit requirements
- Documentation and record-keeping standards
- Financial accountability and internal control mechanisms



Graduation Project Requirement

Participants must submit a complete grant proposal and donor communication plan. The project should demonstrate:

- Clear funding objectives and strategic alignment with donor goals
- Well-structured budget and risk management plan
- Effective donor communication and reporting framework

Completion of the project is mandatory for certification

Week 5 :

Monitoring, Evaluation & Reporting

- Tracking grant performance through MEAL systems
- Writing effective donor reports (narrative and financial)
- Key performance indicators (KPIs) and success metrics
- Lessons learned and adaptive management
- Integrating gender and inclusion in donor reporting



Week 6 :

Graduation Project & Donor Simulation

- Design a full mini-grant proposal and donor engagement plan
- Present your project to a simulated donor panel
- Apply tools for compliance and communication
- Group presentation, peer review, and instructor feedback
- Final reflections and professional growth roadmap



Certification

Upon completion, participants will receive a Professional Certificate in Grant Management & Donor Relationship for NGOs from the German Jordanian University – Consultation and Training Center

By the End of This Course, You Will Be Able To:

- Identify, assess, and apply for relevant grant opportunities
- Design professional proposals aligned with donor priorities
- Build and sustain strong relationships with donors and partners
- Manage budgets, compliance, and reporting requirements
- Strengthen transparency and accountability mechanisms in your organization
- Communicate progress and impact effectively through reports and meetings