

THOM'S TEN TIMELESS TIPS TO STAY OUT OF TROUBLE WHEN YOU RECEIVE AND MANAGE A FEDERAL GRANT

(Thom Campbell is the National Project Manager for the Compassion Capital Fund)

1. Follow Directions
2. Document, Document, Document
3. Establish good internal controls
4. Avoid even the appearance of a conflict of interest
5. Pay attention to your other expenses and funds
6. Follow your contract and budget exactly
7. Document your time and attendance
8. Do not use Federal \$\$ to raise or make \$\$
9. No direct service with federal funding
10. Costs to be reasonable and proportionate