



Online Programme in the Essentials for Grant-making

Presented by the Department of Auditing, University of Pretoria

The **Online Programme in the Essentials for Grant-making** aims to assist grantmakers to navigate through the complex process of grant-making that requires cautious thinking and decision making. This programme presents grantmakers with current knowledge and skills that will not only assist with daily responsibilities but would also enhance effective fund distribution to make the relevant difference. Grantmakers will acquire the necessary competencies to perform their duties and functions that include evaluating, processing and monitoring grant applications and funding from financial performance and compliance perspective.

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Course content

The programme covers the following modules:

1. Best practices for grantmakers

- The application of best practices should ensure that grant recipients live up to the overall strategic priorities of grant-making – irrespective of an applicant merely complying with funding requirements.
- Grants awarded to recipients should be utilised sustainably to ensure that a legacy is left behind. Moreover, should grant recipients be able to stand on their own after receiving a grant to pursue their objectives independently.

2. Professional communication @ work for grantmakers

- The main objective of this module is to equip grantmakers with communication and writing skills in the work environment.
- Grant applications received from applicants should be evaluated and information relating to applications should be processed accurately and completely for further evaluation.
- Grantmakers should also be able to communicate and liaise with applicants and beneficiaries from various backgrounds in a professional manner.



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3. Ethics, governance and sustainability for grantmakers

- The objective of this module is to explore the theory and best practices behind ethics, governance and sustainability (EGS).
- The practical application of EGS will be critically investigated and discussed with specific reference to the grant-making environment.

4. Organisational internal controls in the grant-making environment

- The main objective of this module is to equip grantmakers with an understanding of the principles and components of the internal controls, based on international best practices, with specific reference to the grant-making environment.

5. Accounting and finance for grantmakers

- The main objective of this module is to equip grantmakers with the relevant skills to evaluate, process and monitor grant applications and funding from a financial performance and compliance perspective.

6. Monitoring and evaluation for grantmakers

- The terminology, concepts and theory behind monitoring and evaluation as a discipline will be addressed in this module and the practical application thereof in the grant-making environment will interactively be discussed.

7. Fraud risk management for grantmakers

- The objective of this module is to create awareness with grantmakers about the possible existence and nature of fraudulent activities in the grant-making environment.
- Exploring and discussing the definitions of fraud will enable grantmakers to identify and appropriately act upon fraud in the grant-making environment

Learning outcomes

After successfully completing this course, grantmakers should be able to apply the abovementioned outcomes in a practical situation in the grant-making environment.

Course duration

Each module, including the assessment, will be available for two (2) weeks. The estimated duration for the completion of each module, including the assessment thereof, is three (3) to four (4) days. Participants will therefore be able to manage their own

time for completing each module in time.

Who should enrol?

This course is ideal for you if you are in the grant-making field without sufficient underlying qualifications.

Entry requirements

Prospective delegates should at least have a National Senior Certificate (Grade 12), or equivalent.

Course fees

R13 000.00 per delegate (VAT incl.)

Course fees include all course material.

Course fees must be paid in full 14 days prior to course start dates. Proof of payment can be submitted to enrolments@enterprises.up.ac.za.

Accreditation and certification

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Registration and enquiries

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Course schedule

Module	Start date	End date
Best practices for grantmakers	31 May 2021	11 June 2021
Professional communication @ work for grantmakers	14 June 2021	25 June 2021
Ethics, governance and sustainability for grantmakers	28 June 2021	9 July 2021
Organisational internal controls in the grant-making environment	12 July 2021	23 July 2021
Accounting and finance for grantmakers	26 July 2021	6 August 2021
Monitoring and evaluation for grantmakers	16 August 2021	27 August 2021
Fraud risk management for grantmakers	30 August 2021	10 September 2021

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