

### Project Management of grant programme

#### Storyline...

The primary client is one of the top ten educational institutes in India based in Chennai. The client was the implementing grantee partner of a grant provided by the public affairs section of a diplomatic body.

MaGC was engaged by the primary client on the recommendation of an officer from the public affairs section to manage the project on behalf of the client.

#### Once upon a time...

The primary client wished to apply for a grant project that entailed a constitutional law debate across 4 cities in Tamil Nadu, Kerala and Karnataka. However, they were facing a few hurdles in addressing the specific requirements of the diplomatic body, especially with the financial planning and dedication of full time resources for the project – to sort this, a programs manager from the diplomatic body recommended MaGC to assist the grantee in meeting these requirements.

#### Moving on...

MaGC team started by preparing the grant budget and completing the application in the prescribed format. Following this, MaGC was appointed by the institution (now grantee) as the **Project Consultants**.

MaGC team had initial meeting with all stakeholders viz., legal experts and representatives of partner law institutes (where the competitions were to be conducted) to discuss and finalise the rubrics and themes of the competition. Based on the finalised specifics, the competition was conducted in the law Universities in the cities of Kochi, Bengaluru, Tiruchirappalli and Chennai. The top four participants in each centre were selected, making a total of 16 finalists. These finalists were taken through three workshops and a focus group discussion to help them prepare for the finals which was held in the premises of the grantee. The winner of the competition was announced in an awards ceremony attended by the top officials (including the head) of the diplomatic body, various legal luminaries and former judges, in the evening of the finale.



At all the above stages of the project, the executive consultants of MaGC performed two types of functions:

1. **Operations:** Prepared all competition documentation, coordinated with the stakeholders to schedule their itineraries, and coordinated with various third parties to manage the travel arrangements and other logistics. In addition, team also coordinated with the PR agency and the media section of the diplomatic office.
2. **Finance and Accounts:** The team ensured that the operations were conducted within the approved budget and, report and manage any budgetary variances. In addition, the team also managed the payment evidence compilation to assist the grantee in fund transfers and assisted in the preparation and submission of the budget expansion requests, the final accounts and other grant reporting documents.

#### Finally...

As Project Consultants, MaGC was able to successfully conduct the entire competition along with the diplomatic body, on behalf of the grantee. MaGC's experience and direct handling of the project logistics and the competition in the various cities, relieved the grantee of the project hassles (such as coordination with the several stakeholders involved) and enabled it to focus solely on processing of funds and payments, local arrangements and the necessary statutory reporting.