

QUICK REFERENCE GUIDE

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Understanding Incoming and Outgoing Grants

SWIFT offers two different processes to help agencies manage grants depending on who is the grantee.

Incoming Grants: The State of Minnesota is the grantee.

Use the SWIFT Grants Management module to document awards that have already been granted by an outside organization, including federal government agencies, other state agencies, and non-profit groups. In the State of Minnesota, agencies that receive federal financial assistance must track all financial activity in SWIFT. This module helps you to track the grant award and create a project to track its activities.

One of the benefits of using the Grants Module in SWIFT is that it can help you monitor expenditures in alignment with grant contract dates as opposed to the state fiscal year.

To learn more about using the Grants Management module, review the [Grants \(Incoming\)](#) Quick Reference Guides.

Outgoing Grants: The State of Minnesota is not the grantee.

A grant is a type of contract with a supplier that provides the transfer of cash or something of value to a recipient to support a public purpose authorized by law.

- Use the SWIFT Supplier Contracts module to enter the grant as a contract.
- Agencies must encumber grant funds in SWIFT prior to the execution of the grant agreement.
- Use the SWIFT Purchase Order module to encumber the funds for the contract.
- Use the SWIFT Accounts Payable module to pay the grantee from the purchase order.
- As an option, you can use the SWIFT Strategic Sourcing module to solicit, review, and award proposals for the outgoing grant. The module will create a supplier contract record for the award.

One of the benefits of using SWIFT to enter grants is that transaction information for this grant can be viewed in any of the modules used in SWIFT.

For more information about managing outgoing grants, review the [Grant Making](#) Quick Reference Guides.