

## PRAXIS GRANT MANAGEMENT SYSTEM

powerful complete grant management

- ✚ **Web applications including document uploads - customised for window/call/fund**
- ✚ **Reviewers based anywhere in the world**
- ✚ **Comprehensive search**
- ✚ **Disbursements linked to deliverables**
- ✚ **Integrated correspondence - email, sms, letters**
- ✚ **Requisitions and payment tracking with an interface to accounts**
- ✚ **Rules engine to control status of applications**
- ✚ **Management reports geographically, by sector, beneficiary... & export to Excel**
- ✚ **Secure Internet technology, audit trails, integration with MS Office.**

The [Praxis Grant Management System](#) streamlines and simplifies every aspect of your project grant award and administration. It's the central location for detailed and summary information relating to all your funding, providing a consolidated archive and history that you can easily access, query and analyse. The [GMS](#) is specifically designed to meet the needs of foundations, development funders, CSI and government funding agencies. Whether for small staff or large, the [Praxis GMS](#) can provide you with a flexible cost-effective solution for managing the process.

Praxis has been developing and supporting grant management systems for the past twenty years. [GMS-Web](#), our latest and most comprehensive release to date, provides exceptional support for reporting, analysis, data management and program success. GMS-Web includes modules and processes that have been refined and tested by dozens of development agencies around the world.

### GMS-WEB MODULES

<b>Online web application forms</b>	Application forms are customised for different windows, calls or funds. Supporting documents can be uploaded. Secure online registration. Online help and message facility. Supports multi-stage applications.
<b>Allocate, score, assess, appraise, review</b>	Each proposal is registered on the system and can then be allocated to a focus area/sector and to project officers, reviewers, assessors. Reviewers can score applications against criteria, create, edit and summarise project assessments.
<b>Budgets</b>	Budgets are carried forward from applications and can be edited. Matched funds can be shown. Budget lines can be pre-defined. Expenditure can be reported against these budget lines. A project can have budgets/grants from one or more programmes or funds for one or more years.
<b>Programme Management</b>	Projects are funded from programmes or funds. Totals are calculated and kept for each programme or fund showing amounts committed, disbursed and remaining.
<b>Project Approval</b>	Projects can be grouped together for presentation to the approval body of the organisation. A schedule of meetings can be set up and projects can be assigned to or excluded from particular meetings. Thus an agenda can be produced for an approval meeting with an analysis of the projects being presented by budget, focus area, region, etc.

<b>GMS-WEB MODULES</b>	
<b>Beneficiaries</b>	The system holds and reports on project beneficiaries. Beneficiaries can be demographically classified. Targets and achieved can be compared and totalled.
<b>Contracts</b>	A contract can be created for each approved project, based on a standard template and stored in the system as a word processor document. Users can cut and paste between these documents and Microsoft Word retaining all formatting. Versions of documents are kept. Contract creation and signature dates can also be recorded.
<b>Project implementation and reporting</b>	Required and actual reports and appraisals can be recorded in the system for each contract. Lists of recipient reports due, overdue and received can be printed. Projects can record progress and expenditure and upload reports against their deliverables. The deliverables reporting can be linked to disbursements.
<b>Project disbursements</b>	Planned and actual disbursements as well as interim project reports and appraisals can be recorded in the system for each contract. The GMS prints reports indicating funds disbursed and funds committed for a particular project, time period, region or focus area.
<b>Integrated mail and contacts</b>	The addresses of projects can be supplemented by other contacts' addresses. Mailing lists, labels and word-processor merge files can be produced to create individual letters. The GMS can be used to email customised messages to selected project contacts.
<b>Correspondence</b>	Correspondence to projects can be created using an integrated word processor. Cut and paste between these documents and Microsoft Word retaining all formatting. This correspondence is logged and held on the database.
<b>Tasks</b>	When a staff user logs in he/she is presented with a list of their due and overdue task relating to project reports due and project deliverables. This is an important part of enabling staff to monitor upcoming and overdue tasks. This is a configurable option. It can also be accessed at any time from the menu.
<b>Search</b>	The GMS-Web has a powerful search facility which allows users to search and filter for projects and grants using numerous criteria. It provides different result set views (classification, financial and organisation).
<b>Export data</b>	Search result sets can be exported to excel from the search screen. There is a data export centre which allows you to export database tables and views to Excel.
<b>Management reporting</b>	The system comes with a range of reports necessary to meet both internal management and external reporting requirements. Reports show detail, summary and graphical representation of the information by individual project or grouped according to sector (focus area), project officer or time period, as well as disbursements, fulfilment of reporting requirements, and committed expenditure projections.
<b>KPIs (Key Performance Indicators)</b>	GMS-Web reports on a number of key performance indicators such as project numbers, granted amounts & disbursed amounts by geographic area and budgeted, requested, approved & disbursed amounts by fund or programme. These are displayed as charts.
<b>Document management</b>	Create a virtually "paperless" office. Any grant-related document, including scanned images, photographs, spreadsheets, charts, and correspondence, are held or linked on the system.
<b>Security</b>	Categories of users can be given full access, "read-only" access or no access to different functions within the system. This can be controlled by the system administrator.

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customers and users all over the world

Over the 20 years of working with Funders and Grant makers Praxis have built various modules that deepen and broaden our clients' ability to focus on the business of development funding.

<b>CUSTOMISED MODULES TO SUIT YOUR NEEDS</b>	
<b>Online application submission and Review</b>	Built to allow guest users to load proposed projects directly into the system. Documents from the applicant can be uploaded onto their project record. A personalised management console allows these users to follow their project statuses as they are evaluated through to approval / disapproval. On approval / disapproval, project review comments are made available to the users through their management console.
<b>Project identification</b>	Built to enable funders to receive enquiries before formal applications are logged.
<b>Priority rating</b>	Enables the donor to set up key criteria for focus. Applications can then be scored against these criteria in order to prioritise or fast track projects through the funding cycle
<b>Manage public calls or tenders</b>	Built to accommodate calls for proposals where projects are invited to submit applications with a submission deadline.
<b>Multi-step assessment processes</b>	Design specifically for large international donors who have particular governance rules for project assessment and approval. Includes checklist and scoring assessments
<b>Evaluation against priority areas</b>	Allows for mid funding or post funding evaluation and scoring against funder specific priorities
<b>Service providers</b>	Enables third party service providers to interact or implement on behalf of the donor for particular projects. Includes SP contracts and payments
<b>Time recording against grants</b>	Enables funder staff to log and track time and travel against particular project grants
<b>Interface to accounts</b>	Built to enable integration to a variety of financial packages

<b>ARCHITECTURE AND TECHNOLOGY</b>	
<b>A 4-tier architectural model consisting of the following layers</b>	
<b>Presentation layer</b>	Page presentation logic
<b>Business logic layer</b>	Business rules encapsulated in class modules
<b>Security layer</b>	Secure application access is one of the cornerstones of the application architecture and design. It has been integrally designed into the application from the start. User management Role management Menu and page access management Application access via user login and user credential validation
<b>Data access layer</b>	All database connectivity and database interactivity controlled and managed via the data access class modules

<b>TECHNOLOGY</b>	
<b>GMS-Web is a web based application developed using Microsoft .Net technology. The key technology components are</b>	Code development language: C# .Net framework 3.5 Ajax page controls MS SQL server 2005 backend database MS SQL Server Reporting Services Winnovative server PDF document creation software for outgoing documents
<b>System Administration</b>	GMS-Web has been designed and built in a modular fashion that allows for switching system and optional functionality on and off; and this is configured via the System Administration module.

TECHNOLOGY	
<b>Extensibility</b>	Extensibility is a cornerstone of the application design. Additional modules, as commissioned and developed, will be able to be seamlessly slotted into the existing core application suite without problem
<b>Hosting Options</b>	The GMS-Web application can be hosted on an intranet (with local network and VPN access) or made available for direct internet access. Additionally, Praxis allows for the GMS-Web application to be hosted offsite at the client, and in this way the client can have direct control over database and code backups, as well as server and application performance monitoring and tuning.

SERVER AND SOFTWARE REQUIREMENTS	
The Grant Management System requires the following server and software for the installation and operation.	<ul style="list-style-type: none"> <li>• Server box with minimum of 2GB Ram recommended</li> <li>• Windows server 2003 or 2008</li> <li>• IIS6 or above</li> <li>• .Net framework 3.5 recommended</li> <li>• Ajax 2.0</li> <li>• MS SQL server 2005</li> <li>• MS SQL server 2005 Reporting Services</li> <li>• Winnovative PDF creation software</li> </ul>

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Alternatively, the GMS-Web application can be hosted on one of Praxis' hosting servers. This rental option has several advantages in that Praxis will manage all server administrative tasks, database and code backups. Additionally the client will have no need to purchase physical servers and/or SQL server licenses.

## ONGOING SUPPORT

As your needs and business processes evolve, Praxis will continue to evolve with them. One of our guiding principles behind the development and support of the GMS is to meet the ever changing needs of project development professionals, administrators, managers, board members and stakeholders. This is done by providing technology, system and business support to our clients.

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