



## BODHAN (बोधन) WITH SAATHI

An Online Course for NGOs | Saathi Development Services LLP

### INVITATION TO ONLINE COURSE FOR NGOs ACROSS INDIA

## How to Be a Winner NGO in Donor Pre-Grant Assessment / Due Diligence AND All About Grant Management, End-to-End, for Sustainable Grant Funding

### WHY THIS COURSE MATTERS

Small and medium grassroot NGOs often lose out on grant funds due to poor scores in a donor's pre-grant assessment / institutional due diligence — and, once a grant is won, weak end-to-end grant servicing puts long-term donor relationships at risk. This course equips your team with a systematic approach to be READY for due diligence and to manage grant contracts end to end.

### Course Objectives

- Understand, prepare for, and confidently face donor pre-grant assessment / due diligence — now wider in coverage and complexity.
- Manage grant contracts efficiently, end to end, to strengthen the chance of repeat funding from donors.

### Who Should Attend

- Resource mobilisation & finance leads of small and medium NGOs.
- Grant managers at donor organisations handling grantee due diligence and grant administration.

### The Bodhan Initiative

Saathi Development is an ecosystem service provider to the development sector, running online courses for NGOs under the Bodhan initiative. This NEW course brings together donor due-diligence readiness and complete grant management in one program.

### Format at a Glance

- 5 live sessions, 2 hours each, via Zoom.
- Every Thursday, 3:00 PM – 5:00 PM from 3<sup>RD</sup> September 2026.
- Batch size: approx. 60–80 participants.

**5**

Live Sessions

**2 Hrs**

Per Session

**₹4,720**

All-Inclusive Fee

**Open to NGOs and individual participants across India** • *seats limited to keep sessions interactive*

*Led by CS Sharad Bhargava & the Saathi team • Trainers to 3,500+ NGOs and staff across India*



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## SESSION PLAN — 5 SESSIONS ACROSS 2 PARTS

|                              |                                                                                                                                                                                                                                                                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part A-<br/>Session 1</b> | <b>Understanding Donor Pre-Grant Assessment / Org &amp; Financial Due Diligence</b><br>Overview, current donor landscape, rationale & process;<br>Institutional areas covered — constitutional, statutory & regulatory matters, mission/vision/core values, policies & procedures, audit & assurance, financial statements, visibility. |
| <b>Part A-<br/>Session 2</b> | <b>Risks &amp; Controls Tangle in Organizations</b><br>Internal control areas that are the focus of donor due diligence — governance, accounts & finance, costs & budgetary control, grant & donor management, cash & bank, adverse proceedings, program/finance MIS, record keeping & retention.                                       |
| <b>Part A-<br/>Session 3</b> | <b>Readiness for a Successful Pre-Grant Assessment</b><br>Practical tips for organisational and financial due diligence readiness — completing Part I of the course.                                                                                                                                                                    |
| <b>Part B-<br/>Session 1</b> | <b>Grant Management, Part I</b><br>Grant management & prerequisites for a robust Grant Management System (GMS); fund accounting & fund types; costs, cost types & cost allocation; common cost allocation policy.                                                                                                                       |
| <b>Part B-<br/>Session 2</b> | <b>Grant Management, Part II</b><br>Budgets, budget types, budget monitoring & control; grant accounting, grant reporting & closeout; grant contract terms & conditions; challenges and tips in grant management.                                                                                                                       |

## COURSE DETAILS

|                              |                                                                                                      |
|------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Delivery</b>              | Live, interactive sessions via Zoom, delivered by Saathi's expert team including CS Sharad Bhargava. |
| <b>Schedule</b>              | One session per week, every Thursday, 3:00–5:00 PM (1.5 hrs content + 25–30 min Q&A).                |
| <b>Course Starts</b>         | 3rd September 2026                                                                                   |
| <b>Registration Deadline</b> | 31st August 2026                                                                                     |
| <b>Materials</b>             | Session presentation, resource material & recording shared by e-mail after every session.            |
| <b>Certification</b>         | E-Certificate of Participation on course completion.                                                 |
| <b>Course Fee</b>            | ₹4,000 + GST @18% = ₹4,720 per participant                                                           |

### HOW TO REGISTER

1. Fill the attached Registration-cum-Payment Form (payment to bank account mentioned in form).
2. Email the completed form to [saathidevelopment@gmail.com](mailto:saathidevelopment@gmail.com)
3. You will receive an invoice-cum-payment receipt and enrolment confirmation on receipt of your duly filled form.

**CS Sharad Bhargava, Managing Partner | Saathi Development Services LLP**

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