

Grant Management Checklist



Pre-grant Application

- Identify funding opportunities.
- Review grant guidelines.
- Develop a grant proposal.
- Review budget requirements.
- Develop a project timeline.
- Develop an evaluation plan.
- Gather supporting documents.



Grant Application

- Submit the application.
- Follow up on the application.
- Respond to any requests for additional information.
- Maintain communication with the funding source.
- Prepare for site visits.



Grant Award

- Review the grant agreement.
- Establish a system for tracking expenses.
- Develop a reporting schedule.
- Develop a project management plan.
- Establish communication with the funding source.
- Manage the grant funds.
- Monitor progress.
- Meet reporting requirements.
- Maintain records.



Grant Closeout

- Review the grant agreement for closeout requirements.
- Submit final progress and financial reports.
- Return any unspent funds.
- Dispose of any grant-funded property in accordance with the grant agreement.
- Acknowledge the funding source.
- Review and close out the grant file.