

**PRACTICAL RESOURCE**

Grant Administration & Compliance Checklist

Protect the award through organized records, controls, and follow-through.

DESIGNED FOR

Grant managers, finance staff, clerks, program leads, and governing officials

Use this resource to organize the information, decisions, and documentation needed before the next funding or project conversation.

Important: This tool is for planning and educational purposes. Funding requirements differ by program. Always follow the current notice of funding opportunity, award terms, and applicable local, state, and federal requirements.

1. Award startup

☐	Save the executed award, application, budget, and all attachments
☐	Identify the official period of performance
☐	Create a compliance calendar with every reporting deadline
☐	Confirm approved scope, line items, and match
☐	Assign program, finance, procurement, and records responsibilities
☐	Review special conditions before spending
☐	Establish the official project file and naming system
☐	Schedule an internal award kickoff meeting

Notes, responsible person, and follow-up date

2. Procurement and contracting

☐	Confirm applicable local, state, and federal procurement rules
☐	Document the procurement method and threshold
☐	Complete cost or price analysis when required
☐	Check vendor eligibility and exclusions
☐	Maintain solicitations, bids, quotes, scoring, and award records
☐	Include required contract clauses
☐	Track conflicts of interest and disclosures
☐	Do not order before authorization or outside the approved scope

Notes, responsible person, and follow-up date

3. Financial and reimbursement controls

☐	Create a separate project ledger or accounting code
☐	Reconcile invoices, purchase orders, receipts, and proof of payment
☐	Track grant share, match, and in-kind contributions separately
☐	Maintain reimbursement request support
☐	Confirm costs are allowable, allocable, reasonable, and within the period
☐	Review budget balances monthly
☐	Document payroll and time when charged to the award
☐	Retain records for the required period

Notes, responsible person, and follow-up date

4. Performance, reporting, and changes

☐	Track outputs, outcomes, beneficiaries, and milestones
☐	Keep photographs, logs, inventories, and other performance evidence
☐	Submit reports before deadlines and save confirmation
☐	Notify the funder promptly about delays or material issues
☐	Obtain written approval before changing scope, budget, key staff, or timeline when required
☐	Record equipment and property information
☐	Protect confidential or security-sensitive information
☐	Maintain a decision and correspondence log

Notes, responsible person, and follow-up date

5. Closeout and retention

☐	Complete final financial and performance reports
☐	Resolve outstanding reimbursements and match
☐	Confirm equipment inventory and disposition requirements
☐	Complete final inspections or acceptance documentation
☐	Return unused funds when required
☐	Archive the complete official file
☐	Document continuing obligations
☐	Conduct a lessons-learned review

Notes, responsible person, and follow-up date

6. Recommended grant file structure

Folder	Contents
01	Award and approved application
02	Compliance calendar and contacts
03	Procurement and contracts
04	Financial records and reimbursements
05	Program records and performance data
06	Reports and submissions
07	Correspondence, approvals, and changes
08	Equipment, property, and inventory
09	Closeout and retention

CONTROL PRINCIPLE

If a cost, decision, report, procurement step, or performance result cannot be supported by the official file, treat it as incomplete until the documentation is added.