Grant Compliance Checklist

The Grant Compliance Checklist is designed to help grantees prepare for a potential audit by ensuring they have all required documentation readily available.

1. General Documentation
☐ Copy of the signed grant agreement
☐ Amendments or modifications to the grant agreement (if any)
☐ Correspondence with the grantor (emails, letters, etc.)
☐ Documentation of any grant extensions or revisions
☐ Internal Grant policies and procedures

2. Financial Documentation
☐ General ledger or accounting records specific to the grant
☐ Detailed budget and approved budget modifications
☐ Invoices and receipts for all grant expenditures
☐ Payroll records and timesheets for personnel funded by the grant
☐ Bank statements showing payment disbursements related to grant funds
☐ Purchase orders or contracts for goods and services paid with grant funds
☐ Competitive bidding process documentation (if applicable)
☐ Documentation of subcontractor or vendor agreements

3. Programmatic Documentation
☐ Progress reports submitted to the grantor
☐ Performance and outcome measures as per grant requirements
☐ Documentation of activities completed (e.g., training logs, event agendas)
☐ Meeting minutes and agendas (for activities related to the grant)
☐ Evaluation or monitoring reports

4. Compliance Documentation
☐ Documentation of compliance with program manual
☐ Proof of compliance with grant terms and conditions
☐ Conflict of interest policy (if applicable)
☐ Subrecipient monitoring documentation
☐ Environmental, privacy, and safety compliance records (if applicable)

5. Equipment Documentation
☐ Inventory of equipment purchased with grant funds

6. Other Supporting Documentation
☐ Audit reports and responses to audit findings from previous audits
☐ Copies of grantor monitoring reviews
☐ Documentation of corrective actions taken (if any issues were identified)
☐ Training or certification documentation for staff related to grant activities