

Travel	\$	\$	\$	\$	\$	\$	\$	\$	\$	___%
Equipment	\$	\$	\$	\$	\$	\$	\$	\$	\$	___%
Supplies	\$	\$	\$	\$	\$	\$	\$	\$	\$	___%
Contractual	\$	\$	\$	\$	\$	\$	\$	\$	\$	___%
Other Direct	\$	\$	\$	\$	\$	\$	\$	\$	\$	___%
Indirect Costs	\$	\$	\$	\$	\$	\$	\$	\$	\$	___%
TOTAL	\$	\$	\$	\$	\$	\$	\$	\$	\$	___%

Variance Notes

Category	Variance	Explanation	Action Needed
	Over/Under by \$_____		<input type="checkbox"/> None <input type="checkbox"/> Reallocation <input type="checkbox"/> Modification request
	Over/Under by \$_____		<input type="checkbox"/> None <input type="checkbox"/> Reallocation <input type="checkbox"/> Modification request

Reporting Deadlines & Compliance Calendar

Due Date	Report/Deliverable	Type	Format/Template	Status
	Interim Report #1	<input type="checkbox"/> Narrative <input type="checkbox"/> Financial <input type="checkbox"/> Both		<input type="checkbox"/> Not started <input type="checkbox"/> Drafted <input type="checkbox"/> Submitted
	Interim Report #2	<input type="checkbox"/> Narrative <input type="checkbox"/> Financial <input type="checkbox"/> Both		<input type="checkbox"/> Not started <input type="checkbox"/> Drafted <input type="checkbox"/> Submitted
	Interim Report #3	<input type="checkbox"/> Narrative <input type="checkbox"/> Financial <input type="checkbox"/> Both		<input type="checkbox"/> Not started <input type="checkbox"/> Drafted <input type="checkbox"/> Submitted
	Final Narrative Report	Narrative		<input type="checkbox"/> Not started <input type="checkbox"/> Drafted <input type="checkbox"/> Submitted
	Final Financial Report	Financial		<input type="checkbox"/> Not started <input type="checkbox"/> Drafted <input type="checkbox"/> Submitted
	Audit (if required)	Audit		<input type="checkbox"/> N/A <input type="checkbox"/> Scheduled <input type="checkbox"/> Completed

Internal Deadlines (Set 2 Weeks Before Funder Deadlines)

Internal Due Date	Task	Assigned To	Status
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							___%
							___%
							___%

Match Tracking (If Applicable)

Date	Source	Type (Cash/In-Kind)	Amount	Documentation	Verified
			\$		<input type="checkbox"/> Yes
			\$		<input type="checkbox"/> Yes
			\$		<input type="checkbox"/> Yes
			\$		<input type="checkbox"/> Yes
Total Match			\$		
Match Required			\$		
Match Remaining			\$		

Budget Modification Log

Date Requested	Change Description	Amount	Funder Approval Date	Approved?	Notes
		\$		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending	
		\$		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending	

Compliance Log

Track compliance actions, communications with funders, and any issues.

Date	Item	Details	Action Taken	Resolved?
	Grant agreement signed		Filed in grant folder	✓
	Accounting code created	Code: _____		✓
	Team briefed on grant terms			✓

Funder Communication Log

Date	From/To	Method	Subject	Key Points	Follow-Up Needed?
		<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Letter			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Letter			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Letter			<input type="checkbox"/> Yes <input type="checkbox"/> No

Time & Effort Tracking Summary

For staff whose salaries are charged to this grant.

Staff Member	Role	% on This Grant	Monthly Hours (Budget)	Monthly Hours (Actual)	Timesheet on File?
		___%			<input type="checkbox"/> Yes
		___%			<input type="checkbox"/> Yes
		___%			<input type="checkbox"/> Yes

Record Retention Schedule

Record Type	Retention Period	Destruction Date	Location
Grant agreement & amendments	___ years after final report		
Financial records (invoices, receipts)	___ years after final report		
Payroll/time records	___ years after final report		
Reports (narrative & financial)	___ years after final report		
Correspondence	___ years after final report		
Program records	___ years after final report		
Procurement documentation	___ years after final report		

Grant Close-Out Checklist

- All deliverables completed (or variance explained)
 - All funds expended (or unspent funds returned/disposition agreed)
 - Final financial reconciliation complete
 - Final narrative report submitted
 - Final financial report submitted
 - All required match documented
 - Equipment disposition addressed (if applicable)
 - Grant file complete and stored per retention policy
 - Funder acknowledged and thanked
 - Lessons learned documented for future proposals
 - Sustainability plan in place for continuing activities
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