Grant Compliance Checklist

Use for every restricted grant, from award to closeout. Federal awards follow the Uniform Guidance (2 CFR 200); foundation and state awards follow the terms in each agreement.

AT AWARD

	YES	PARTLY	NO	N/A
The signed award, approved budget, and reporting terms are saved in one grant file.	☐	☐	☐	☐
Each grant has its own code in the accounting system (class, fund, or project).	☐	☐	☐	☐
Allowable and unallowable costs are listed and shared with staff who spend grant funds.	☐	☐	☐	☐
Every report and budget-period deadline is on a shared compliance calendar.	☐	☐	☐	☐

DURING THE GRANT

	YES	PARTLY	NO	N/A
Staff charged to a grant keep activity-based time records signed each pay period.	☐	☐	☐	☐
Purchases follow written procurement and conflict-of-interest rules.	☐	☐	☐	☐
Costs are coded to the grant when paid, not estimated at year-end.	☐	☐	☐	☐
Budget-to-actual by grant is reviewed monthly; budget changes are approved in writing.	☐	☐	☐	☐
Subrecipients, if any, are monitored and their reports reviewed.	☐	☐	☐	☐

REPORTING AND CLOSEOUT

	YES	PARTLY	NO	N/A
Financial and program reports are filed on time and match the accounting records.	☐	☐	☐	☐
Required matching or cost-share funds are documented.	☐	☐	☐	☐
Records are kept at least three years after the final report (longer if the award says so).	☐	☐	☐	☐
Single Audit need is checked: $1,000,000 or more in federal awards spent in a fiscal year (fiscal years beginning on or after October 1, 2024).	☐	☐	☐	☐

RED FLAGS TO WATCH

- Salary charged to grants with no time records
- Grant costs moved around at year-end
- Reports filed late or from estimates
- Restricted funds used to cover payroll

BEST PRACTICES

- Keep a one-page summary of each award's key terms
- Test a sample of grant charges each quarter
- Give the board a quarterly grant status report

Need a hand putting this into action?

IAG helps nonprofits and churches set up grant tracking that stands up to monitoring visits and audits.

Talk with an advisor: integrityadvisorygroup.org/contact

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