

APPENDIX D Grant Closing—Sample Letters and Forms

4. Closing Documents Checklist

(Some or all of the items listed below may be retained in a foundation's closed grant files.)

- Grantee Proposal
- Final Approved Grantee Budget
- Docket or Write-up on the Grant and Internal Recommendation Approved by the Foundation's Leadership
- Grant Notification or Award Letter
- Proof of Tax Status or Equivalent Documentation
- Amendments/Cancellations
- Grantee Reports
- Copy of Closing Letter to the Grantee
- Project Evaluation
- Record of Payment(s)/Returns
- Proposal Drafts
- List of Primary Grantee Contacts
- Correspondence or Documentation of Communications with the Grantee
- Profiles or Résumés of Key Project Staff Members
- Grant-Related Material
- List of Other Project Participants/Collaborators
- Grantee Annual Report
- Site Visit Report(s)
- Audited Financial Statement(s)
- Staff and Management Letters
- External Reviews
- Grantee Acknowledgments of Receipt of Grant Payments