

Grant Compliance Checklist

Government grants and contracts can be an excellent funding opportunity if you have the staff to do the reporting work they require. With a duty to taxpayers, government agencies have some of the most extensive reporting demands of any type of funding source for a nonprofit organization.

The good news is that once you have a process in place to manage a government grant or contract, you can often copy and paste that process to scale to other grants. Use this step-by-step [grant compliance checklist](#) to make sure you set your organization up for funding success with the least amount of stress.

	In Progress	Done	Needs Review	Not Applicable
STEP 1: UNDERSTAND THE GRANT REQUIREMENTS				
Do a thorough review of the grant application				
Complete funder-sponsored training				
Have both finance and program teams review the application				
STEP 2: ESTABLISH A GRANT MANAGEMENT SYSTEM AND TEAM				
Assign a manager for the grant				
Build out the grant management team				
Create a calendar of events				
Set up the grant or contract project in your fund accounting system				
Create a clear budget for the grant				
STEP 3: IMPLEMENT THE GRANT ACTIVITIES AND DELIVERABLES				
Do an early audit of expenses				
Set up regular reports				
Communicate any deviations from the original plan with the funder				
STEP 4: REPORT AND COMMUNICATE GRANT RESULTS				
Use any templates or formatting requirements provided by the funding agency				
Meet your deadlines				
Use clear and compelling language				
Respond quickly to any funder feedback or questions				
Review and update your grant processes				

About Blackbaud

Blackbaud unleashes the potential of the people and organizations who change the world. As the leading software provider exclusively dedicated to powering social impact, Blackbaud expands what is possible across the nonprofit and education sectors, at companies committed to social responsibility, and for individual change makers. Built specifically for fundraising, nonprofit financial management, digital giving, grantmaking, corporate social responsibility and education management, Blackbaud's essential software accelerates impact through unmatched expertise and powerful data intelligence. Millions of people across more than 100 countries connect, give, learn, and engage through Blackbaud platforms.