



Grant Closeout Checklist

A practical checklist for confirming that final reports, reimbursement activity, documentation, and retention requirements are complete before archiving a grant file.



1. Final Reporting

- ☐ Final narrative report is completed
- ☐ Final financial report is completed
- ☐ Final reporting period is confirmed
- ☐ Proof of submission is retained
- ☐ Funder acceptance or closeout confirmation is saved



2. Final Financial Review

- ☐ Budget-to-actual review is complete
- ☐ Final draw or reimbursement has been submitted
- ☐ Cash receipts are reconciled to approved amounts
- ☐ Open balances or reductions are explained
- ☐ Final coding references are retained



3. Compliance & Documentation

- ☐ Requirement matrix is updated through closeout
- ☐ Key compliance evidence is complete
- ☐ Monitoring or inspection records are filed
- ☐ Important correspondence is retained
- ☐ Missing items list is cleared or noted



4. Record Retention

- ☐ Record retention period is documented
- ☐ Closeout folder is complete
- ☐ Archived file location is recorded
- ☐ Access restrictions are confirmed, if needed



5. Internal Review

- ☐ Internal owner has reviewed the file
- ☐ Finance review is complete
- ☐ Compliance review is complete
- ☐ Final notes are documented
- ☐ Grant status is updated to closed or archived



Suggested closeout folder contents

- Final reports
- Final reimbursement support
- Budget and reconciliation summary
- Compliance evidence
- Closeout correspondence
- Archive notes



Helpful reminder

Closeout is not just the final report — it is the final confirmation that the grant file tells a complete and supportable story.

Grant Name: _____

Closed By: _____

Closeout Review Date: _____



GrantableHQ helps organizations keep awarded grants organized from award setup through audit support.



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