**General Grant Monitoring Checklist**

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| **Grantee and Grant Information** | | | |
| Grantee Name: | |  | |
| Grantee Address: | |  | |
| Grant Program/Project: | |  | |
| Grant Number: | |  | |
| Grantee Contact Person(s): | |  | |
| Grantor Contact Person(s): | |  | |
| **Monitoring Information** | | | |
| Date: | Conducted by: | | |
| Type of Monitoring  Telephone Call/Email  Financial Report Review  Progress Report Review  Site Visit  Limited-Scope Audit  Audit Review | | | Purpose of the Monitoring  During the award progress monitoring  End of the award monitoring  Follow-up review  Other |
| Grantee Staff Contacted: |  | | |
| Monitoring Results/Comments: | | | |
| Follow-Up Necessary: Yes No Deadline: | | | |
| Grantee Contact Responsible for Follow-Up: | | | |