**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: |