



**MINISTRY OF FINANCE AND ECONOMIC MANAGEMENT**

**GRANT MANAGEMENT CHECKLIST**

The following checklist is to ensure that all the appropriate steps have been taken in the management of grant awards funded by MFEM by the Ministry’s Development Program staff.

<b>PROVIDING PUBLIC NOTICE OF GRANTS</b>		
1	Has the grant funding opportunity notice been prepared? Have you included all the information required in <i>paragraph 3 of the Grant Funding Procedures in the MFEM Grant Management Policy and Procedures?</i>	
2	Has the public notice for the grant above been posted on the MFEM website and made public through the local media?	
<b>RECEIVING AND REVIEWING GRANTS</b>		
3	Have you registered the grant application in the Grant Award Application Register?	
4	Have you advised the applicant that the grant application has been received and the process going forward?	
5	Have you screened the application for eligibility and completeness? Have all required sections been completed?	
6	Have you checked that the application is not being funded by another grant? Has this been indicated in the application?	
7	Have you checked that no other applicant has presented the same proposal? If this is the case, refer to <i>paragraph 10 of the Grant Funding Procedures in the MFEM Grant Management Policy and Procedures.</i>	
8	Have you checked that the grant will not be used to cover for costs already incurred for activities already started or completed?	
9	Have you facilitated the evaluation process with the Technical Appraisal Team/Grant Award Evaluation Committee? Refer to <i>paragraph 12 of the Grant Funding Procedures in the MFEM Grant Management Policy and Procedures.</i>	
10	Have the Technical Appraisal Team/Grant Evaluation Committee declared any conflicts of interest?	
11	If the Technical Appraisal Team have requested additional information have you followed up?	
12	Is the Technical Appraisal Team/Grant Evaluation Committee report and recommendations completed and submitted to the NSDC Secretariat?	
13	Has NSDC made a decision?	
14	Has the decision been communicated back to the applicant? Refer to <i>paragraphs 19 and 20 of the Grant Funding Procedures in the MFEM Grant Management Policy and Procedures?</i>	
15	Has the decision been publicised on the MFEM website?	
16	Has the Grant Funding Agreement (GFA) been prepared and reviewed?	
17	Does the GFA have clear performance goals, indicators and milestones?	
18	Does the applicant understand the requirements of the grant and has agreed to the performance goals, indicators and milestones? Refer to the <i>Performance Management, Monitoring and Evaluation Section of the Grant Funding Procedures in the MFEM Grant Management Policy and Procedures?</i>	
19	Are the Grant Financing Agreement, Grant Award Procurement Rules and Non-compliance procedures annexed to the GFA?	
20	Has the GFA and Financing Agreement been signed?	