



## Grant Management Checklist

We are providing this check list to assist you in managing your grant. Please use this as a check sheet when managing your grant. You do not need to return this check sheet to us – it is for your internal use.

1. Sign and return your Grant Terms and Conditions Form \_\_\_\_\_
2. Create a file to include: \_\_\_\_\_
  - a. Copy of original grant application.
  - b. Copy of Terms and Conditions Form.
3. Implement Your Project. Save all receipts and invoices. \_\_\_\_\_
4. Submit your Grant Payment and Final Report Form when project is completed. Submit invoices and receipts with your payment request. \_\_\_\_\_  
To submit form, go to: [pacfwv.com/Grants-Accept](http://pacfwv.com/Grants-Accept)