Nonprofit Grant Project Closeout Checklist

1. Final Project Deliverables

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Submit all final reports to funder

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Compile project outcome data

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Collect photos, stories, or testimonials

2. Financial Closeout

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Reconcile grant expenditures against budget

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Submit final financial report to funder

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Return unspent funds (if required)

3. Compliance & Documentation

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Ensure all project records are complete and filed

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Archive grant agreement and correspondence

4. Stakeholder Communication

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Notify staff and partners of project closeout

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Send thank you letters to funders and partners

5. Evaluation & Internal Review

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Conduct a project debrief or evaluation meeting

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Identify lessons learned and best practices