



Grant Management Checklist

Use this checklist to keep track of your project deadlines and requirements.

FY16: July 1, 2015 – June 1, 2016

Grant Category/Project Name:	
Project Begin Date:	
Project End Date:	
Closeout Deadline:	(30 days after your project end date or June 1, 2016, whichever is earlier.)
NOTES:	

In the blank spaces, please enter the date of the deadline:

- Submit Revised Budget Form** (*If allocation is less than initial request.) _____
- Sign and submit Contract as a pdf** _____
- Submit first invoice (80%)** via GoGrant online account. _____
- Comply with Metro Arts Credit & Publicity Policy**—See “Manage Your Grant” at artsnashville.org for details.
- Keep ALL Financial Records**—After closeout, Metro Arts of Metro Department of Finance may review your financial files, including receipts, pay stubs, and other records of paid grant and matching expenses.
- Submit closeout documents to Metro Arts** _____
 - **Final Invoice** –request remaining 20% of balance
 - **Final Financial Report**
 - **Proof of promotional credit for Metro Arts**