Grant Reporting Checklist

1. Alignment with Grant Focus/Goals

- ☐ Does the report explicitly connect with outcomes that you have been funded for? (and the funders goals more broadly)
- ☐ Have you clearly explained project's progress
- ☐ Have you clearly stated how the funding contributed to achieving these goals?

2. Clear and Measurable Outcomes

- ☐ Have you outlined the objectives of the project and reported on the progress made?
- ☐ Have you provided measurable data to demonstrate what was achieved as a result of your activities?

3. Financial Accountability

- ☐ Have you provided a clear financial breakdown of how the funds were spent?
- ☐ Is the financial reporting transparent and consistent with the original budget or proposal?
- ☐ Did you explain any variances in spending?

4. Challenges and Lessons Learned

- ☐ Have you discussed any challenges encountered during the project?
- ☐ Did you explain how these challenges were addressed and what was learned from the experience?

5. Data and Evidence

- ☐ Is the data presented in the report accurate and reliable?
- ☐ Have we completed all the metrics requested?
- ☐ Is the data aligned with the original scope of the grant?
- ☐ Are both qualitative and quantitative outcomes included?
- ☐ Have you used appropriate charts, graphs, or tables to present data clearly?
- ☐ Are there case studies, testimonials, or stories from participants to support your outcomes?

6. Visual Presentation

- ☐ Is the report visually appealing and easy to navigate?
- ☐ Did you use clear headings, subheadings, bullet points, and graphics where appropriate?
- ☐ Are any images or infographics relevant to the project and aligned with the report content?

7. Compliance with Reporting Guidelines

- ☐ Did you follow the funder's specific guidelines for report formatting, structure, and content?

☐ Is the report submitted by the required deadline?

8. Professionalism and Accuracy

☐ Have you thoroughly proofread the report for typos, grammar issues, and clarity?
☐ Is the tone consistent throughout the report?
☐ Have you double-checked all data and facts for accuracy?

9. Clarity and Conciseness

☐ Is the report concise, without unnecessary jargon or overly complex language?
☐ Is the information presented in a logical, coherent flow?
☐ Did you provide clear explanations for all data, charts, or complex ideas?