

AWARD DOCUMENT CHECKLIST

The award document is often overlooked in the excitement of receiving a new federal grant. Far from being unimportant, it contains a lot of information that your nonprofit will need to perform well, and to help you be first in line for grants in future years. We have provided the checklist below to guide your review of the award document.

- Ensure organization's UEI / SAM registrations are up to date
- Performance goals, indicators, targets and [baseline data](#)
- Performance report [due dates](#)
- Performance [reporting period\(s\)](#)
- The recipient's name on the award document matches your organization's name
- The EIN on the award document matches your organization's EIN
- The Federal Award Identification Number (FAIN)
- The period of performance start and end date
- The budget period start and end date (reimbursements may not be allowable before this date)
- The date of the award
- Amount of federal funds awarded by this award document
- Cost sharing or matching requirements (and total), if applicable
- The grant budget (this may differ from the one in your application)
- Name of federal awarding agency
- Contact information for awarding official
- Assistance [Listing Number and Title](#) (this replaced the older CFDA number)
- Indirect cost rate for the award
- Award terms and conditions you are required to follow
- Rules on delegation of duties
- Insurance requirements
- Notification of [required audits](#)
- Rules about financial [management practices](#)