

Standard Operating Procedure

This SOP outlines the activities to be completed in order to close out a grant to an IP.

Closing out a Partnership Agreement:

1. Approve last periodic narrative and financial report, update appropriate logs
2. Enter all program metrics and financial information into dashboard tracking document. Work with APD in charge of dashboard, as needed.
3. Ensure finances/program cash status are in order and reconcile any disbursement that is due, or money that is owed back from IP. Work with SVP Finance, as needed. If money is due back or underspend has occurred, flag immediately with SVP Programs.
4. Review status of any capital equipment. If transfer of ownership is required, instruct IP to submit formal request (this should preferably have been completed earlier than closeout).
5. Receive completed narrative and financial statements from implementing partner (IP).
6. Update program log to reflect the receipt of the final reports.
7. Review final narrative and financial statements alongside Appendix B - Program Assessment Framework. Request clarification as needed.
8. Approve Final Report, both by PD and APD/backstop to crosscheck
9. Enter final program metrics and financial information into dashboard tracking document. Work with APD in charge of dashboard, as needed.
10. If final financial audit is required, await the report's approval prior to closeout memo. Review and approve financial audit report.
11. Once all of the above is complete, draft completion letter to IP formally approving any capital equipment donation and acknowledging the close-out.
12. Have completion letter signed by SVP Programs and then email to IP and file copy in program file.