

Grant Project File

Maintain an official (*central*) grant file with:

- Request for Proposal (RFP)
- Original application to include:
 - Project Abstract
 - Project Narrative
 - Approved Budget Summary
 - Approved Budget Narrative
 - Signed Certification Signature Page (*when applicable*)
 - All documents included in the appendices
- Complete copy of RCSD1 Grant Application Form and Routing Slip with endorsements
- Grant Award Notification (GAN)
- Grant Assurances, Terms, and Conditions
- Programmatic and financial reports
- Required forms and documents
- Procurement and inventory control records
- Documentation of all expenditures
- Official related correspondence
- Partner records
 - Contact information
 - Activities
 - Memorandum of Agreement and/or Memorandum of Understanding
 - Documentation of meetings
- Any other documentation relevant to the project

Information adapted from South Carolina Department of Education (8.17)