GOSUMEC Foundation USA – Foreign Grant File Checklist

(Single-Beneficiary: Seth G.S. Medical College & K.E.M. Hospital)

Grant Name/Project: _____
 Grant Amount: _____
 Date Approved by Board: _____
 Board Meeting Minutes Attached: ☐ Yes

1. Pre-Grant Stage

☐ Confirm project is aligned with GOSUMEC mission (scholarships, educational programs, or student-benefiting facility improvements)
 ☐ Pre-grant inquiry completed (capacity, governance, charitable nature verified)
 ☐ Confirm recipient is **not** on U.S. Treasury OFAC list
 ☐ Board approval documented
 ☐ Draft and sign **Written Grant Agreement** (attach copy)

2. Grant Agreement Must Include

☐ Purpose of the grant clearly stated
 ☐ Restrictions on use of funds included
 ☐ Reporting requirements specified (narrative + financial + supporting docs)
 ☐ "Return of Funds" clause included
 ☐ Anti-terrorism compliance certification signed by recipient

3. Fund Disbursement

☐ Disbursement schedule documented (lump sum or staged)
 ☐ Bank transfer records attached
 ☐ Funds released **only** after agreement fully executed

4. Monitoring & Reporting

☐ Narrative report received (activities completed, timeline)
☐ Financial summary received (itemized spending)
☐ Supporting documentation received:

- ☐ Receipts/invoices

- ☐ Student beneficiary list (if scholarships)

- ☐ Photos/videos of completed work (if facilities)

- ☐ Testimonials or quotes (optional but recommended)

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5. Recordkeeping

☐ All documents saved in permanent digital file (Google Workspace + backup)
☐ Retain for **minimum 7 years** from grant completion date

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6. Post-Grant Review

☐ Outcomes documented in annual report and donor communications
☐ Any unspent/misused funds returned
☐ Board notified of project completion

Prepared By: _____ **Date:** _____

Reviewed By: _____ **Date:** _____