# Creating Strong Internal Controls

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## Checklist ☑

Managing grants is complicated, and it's all too easy for things to slip through the cracks when you're under-resourced. Unfortunately, missteps in the process can affect your organization's ability to stay on track, report accurately, and perform well in the Single Audit. This can jeopardize current and future funding.

Implementing a strong set of internal controls for your grant program will help you maximize your drawdown, support compliance, and create capacity for your team.

**Use this checklist as you assess what internal controls you need to create or update. As you work, consider and document the following in each category:**

## Program Management

- ☐ The overall goals and objectives of your grant program
- ☐ The purpose of your updated internal controls and the goals you want to achieve by implementing them
- ☐ A detailed project plan outlining the steps and milestones for achieving the grant program's goals and objectives
- ☐ A risk management plan to identify and mitigate potential risks that could affect the program
- ☐ A communication plan to keep key stakeholders informed of the program's progress and changes
- ☐ Key team members and stakeholders both internal and external, and their responsibilities in the grant lifecycle
- ☐ A schedule to review the effectiveness of your standardized processes on an annual basis and make changes if necessary

## Compliance

- ☐ Current and applicable Federal grant regulations
- ☐ Internal processes to support compliance with regulations
- ☐ A compliance monitoring plan to ensure that grant recipients are adhering to the terms of the grant, if applicable
- ☐ Plan to implement updates when new guidance is released
- ☐ A process for addressing and resolving non-compliance issues
- ☐ A plan for conducting regular audits of grant recipients to ensure compliance with regulations, if applicable

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## Grant Administration

- [ ] Workflows for completing applications, if applicable
- [ ] Workflows for creating and reviewing applications, if applicable
- [ ] Plans for spend and budget monitoring
- [ ] Reporting and data collection processes
- [ ] Closeout procedures
- [ ] Audit preparation procedures
- [ ] Information related to your grant management system (GMS) including:
  - [ ] Overall functionality
  - [ ] User permissions
  - [ ] Best practices
  - [ ] Resources for customer support

**AmpliFund helps streamline your controls to make them more efficient. We'll also help you design a long-term strategy to keep them in place so you can focus on making a *bigger impact.***

That's because we're more than software. We're your partner committed to delivering exceptional customer service and the tools to empower you to realize the full potential of your grants.

Contact us to get the resources and support you need for your organization to be as efficient as possible.

**Learn More**