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This tool is published by INTRAC in conjunction with the [Exiting and transitioning from partnerships toolkit for small charities](http://www.Intrac.org/ba-exit-toolkit)authored by Lucy Morris – part of a collection of [five toolkits](http://www.intrac.org/ba-toolkits) produced as part of the [*Strengthening Small Organisations with Big Ambitions*](https://www.intrac.org/projects/strengthening-small-organisations-with-big-ambitions/)programme (2021-2022). This programme was funded by the UK Foreign, Commonwealth & Development Office (FCDO) through a Small Charities Challenge Fund (SCCF) Capacity Development Grant

# **Exit/transition tool – Partner exit checklist:**

# **Grant and Project Management Template**

This checklist to be completed once the **ENTIRE** project is complete

This is a confidential, internal document – available to share with Partner on request.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Title** | **Name and Signature** | **Date** | **Comments – Significant Risks/Follow up Actions and Due dates of follow up actions** |
| Partner Country |  |  |  |
| Partner Name  |  |  |  |
| Project Name(s)  |  |  |  |
| Project Period(s) |  |  |  |
| Grant Amount(s) |  |  |  |
| Prepared by:  | e.g Programme Manager | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Approved by: | Chief Executive | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  | **Tasks** | **Who is responsible** | **Timing** | **Status** | **Comments**  |
|  | **FINANCE** |  |  |  |  |
| **1** | Final financial report received, reviewed by finance/programmes and accepted (and submitted to donor where applicable) |  |  |  |  |
| **2** | Final financial transaction list has been reviewed and accepted  |  |  |  |  |
| **3** | Final payment has been made to partner on acceptance of final reports (if this was in the agreement) and confirmation/receipt received. |  |  |  |  |
| **4** | Any outstanding unspent funds have been remitted back, or allocated for new work with your agreement |  |  |  |  |
| **5** | Final cashflow reconciliation of transfers and balances has been reconciled  |  |  |  |  |
| **6** | Final Audit Completed and received – (if required) |  |  |  |  |
| **7** | Signed confirmation received from Partner that supporting documents will be retained for 7 years min (as per donor requirements), together with a list and location of these documents |  | ONLY IF NOT COVERED IN GRANT AGREEMENT. |  |  |
| **8** | Details of any incidence of fraud or gross error/negligence have been recorded. |  |  |  |  |
|  | **NARRATIVE REPORTS AND DONOR REQUIREMENTS** |  |  |  |  |
| **9** | Final narrative report received, reviewed and accepted  |  |  |  |  |
| **10** | Any other donor requirements have been fulfilled – (if applicable i.e. asset distribution) |  |  |  |  |
|  | **COMMUNICATIONS**  |  |  |  |  |
| **11** | Copies of any outputs from the partnership i.e. videos, pieces of research, publications have been received  |  |  |  |  |
| **12** | Agreement reached about use of case-studies, and partner outputs developed with your organisation’s logo post exit |  |  |  |  |
|  | **PARTNERSHIP COMPLETION**  |  |  |  |  |
| **13** | A ‘Partnership Completion Report’ summarising the key achievements, project impact and reflections on organisational capacity has been drafted and shared with other staff |  |  |  |  |
| **14** | Final progress against exit indicators and milestones has been documented |  |  |  |  |
| **15** | Partner has updated references to your organisation on their website to reflect the end of the partnership (where relevant) |  |  |  |  |
| **16** | Final ‘goodbye’ call with partners has taken place, during which they have been reminded that they need to retain documents for 7 years after end of project (as per Grant Agreement) |  |  |  |  |
| **17** | A letter has been sent to the Director, formally ending the partnership and thanking them for their work. |  |  |  |  |
| **18** | Reference letter has been written and put on file and shared with partner if they have requested it. |  |  |  |  |
|  | **INFORMING OTHERS** |  |  |  |  |
| **19** | Country/partner has been removed from your website (if relevant) |  |  |  |  |
| **20** | Message has been sent to all staff and Board informing them of the end of the partnership, and that your organisation is no longer working in x country. |  |  |  |  |
| **21** | A piece on the end of the partnership and summary of achievements has been included in the next Newsletter  |  |  |  |  |
| **22** | Partner has been removed from the your usual partner mailing list (if relevant) |  |  |  |  |