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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) | |  | |  | |  | |  | |