

GRANT REPORTING GUIDELINES

The Andrew W. Mellon Foundation

The Foundation requires that interim and final narrative and financial reports be submitted together on a schedule established in the Foundation's award letter, or as modified in subsequent correspondence. When preparing reports, grantees should review the Foundation's [Grantmaking Policies](#), also available upon request from Foundation staff. The accounting (including interest earned) should be specific to this grant; other Foundation grants must be separately reported.

If unusual circumstances arise that may occasion delays, please promptly inform Foundation staff. The Foundation may suspend and require the return of funds for delinquent or unsatisfactory reporting. All reports should be submitted electronically as MS Word and Excel documents, or as searchable PDF files, as instructed by program staff.

Please do not hesitate to contact Foundation program staff with any questions regarding these guidelines.

Reporting Components

In grant reporting, grantees are expected to describe and evaluate the activities undertaken and account for the use of grant funds during the reporting period.

The narrative portion of the report should include the following:

- a. a completed "[Grant Report Cover Sheet](#)";
- b. a description of up to six pages of the activities during the reporting period that sets forth:
 - a summary of the project and purpose of the grant;
 - progress made toward the expected outcomes of the grant and any other significant accomplishments;
 - any setbacks or challenges;
 - significant board, management, or staff changes;
 - plans and goals for the upcoming reporting period or, in the case of the final report, of the period subsequent to the grant.
- c. a list or description of any recent evaluations, publications, news articles, or other materials related to the grant;
- d. a narrative explanation of any significant variances between proposed spending and actual spending in each category; and
- e. the signature of the principal investigator, including date of execution.

The financial accounting should include:

- a. the original amount of the grant, interest income earned, and the current remaining balance;
- b. the full project budget as originally proposed, or as agreed in an approved modification;
- c. expenditures for the reporting period using the same expense categories set forth in the proposal budget or as agreed in an approved modification; and
- d. representation of review by an individual with institutional responsibility for financial reporting, including the approval date.

Financial reports should be prepared on the same Budget and Financial Report template submitted with the proposal or the approved Revised Budget and Financial Report template (if applicable).

Please note that a grantee who determines that a change of grant terms is needed should consult with program staff about the modification before submitting a report. Grantees should consult [Grant Modifications](#) for further instructions on requesting modifications of grant terms.

ADDITIONAL GUIDELINES

Grants with Intellectual Property

Grantees are expected to describe the intellectual property created pursuant to the terms of the proposal and intellectual property agreement and whether and how any software and/or digitized content has been made publicly available.

When preparing the final report, grantees should include any codes, licenses, or related technologies developed during the grant term, or explain where and how the Foundation may obtain them.

The Foundation's [Intellectual Property Policy](#) is available on the Foundation's website and from Foundation staff.

Collaborative Grants

Grantees should report on the activities and expenditures of all collaborating organizations.

Grants to Non-US Institutions

Non-US institutions should report on expenditures in local currency.

Endowment Grants

Grantees awarded endowments should report on the investment performance and use of endowment funds using the Foundation's "[Endowment Financial Report](#)" template. The completed financial report must be signed by a financial officer of the organization.

If income from the endowment has declined during the reporting period or is not sufficient to cover budgeted expenditures, the narrative should describe how the organization is managing the shortfall.

Grantees with endowments of less than \$100 million should also provide, at the conclusion of each of the three fiscal years subsequent to the grant award, the following:

- a. a summary of the actions taken by the Investment Committee during the fiscal year and a list of the members who attended each meeting; and
- b. a report on Investment Performance for the past one, three, five, and ten years.

Matching Grants

Grantees should describe progress toward meeting the matching conditions of the grant and the use of funds. For instructions on requesting the release or payment of matching funds, grantees should consult [Matching Grants: Payments and Modifications](#).

Grants for Cash Reserves

Grantees awarded funds for a cash reserve should describe whether the organization utilized the awarded reserve funds during the reporting period, and if so, for what purpose. A detailed list of activities supported by reserve funds is not necessary. The accounting of how reserve funds were used should include: total amounts at the beginning and end of the reporting period; withdrawals, repayments, and additions to the fund during that period; and the schedule of any outstanding repayments.