

All grants approved by the Foundation require narrative and financial reports to be submitted together on a schedule established in the Foundation's award letter or as modified in a subsequent writing.

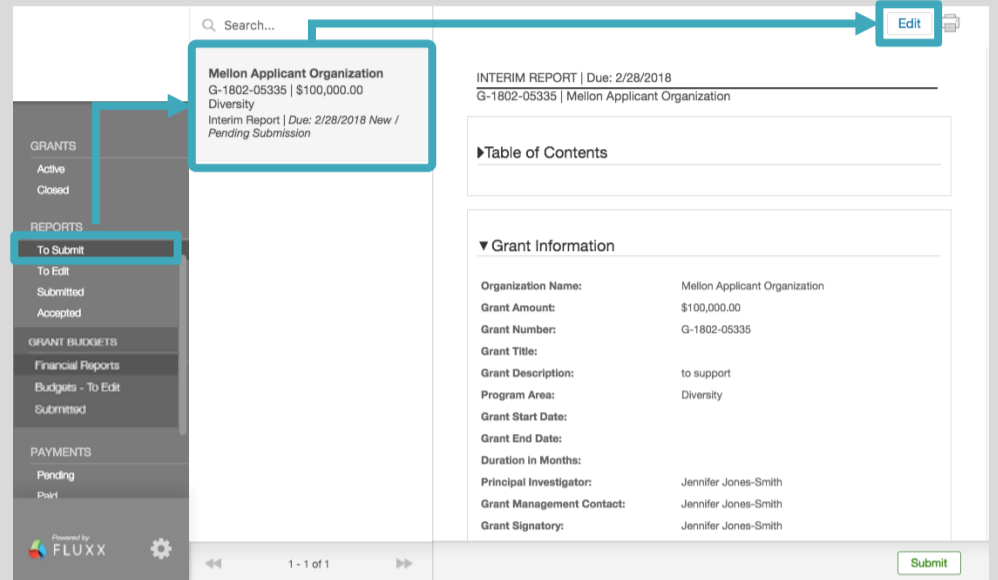
FOR GRANTS APPROVED PRIOR TO APRIL 2018

- For grants awarded prior to April 2018, financial reports should be prepared on the same Budget and Financial Report template submitted with the proposal or with the approved Revised Budget and Financial Report template, if applicable. The Budget and Financial Report template should be uploaded to the Documents section of the Report form.

1 LOCATE REPORT RECORD

When it is time to submit a report, be sure to select the report that corresponds with the next upcoming report due date.

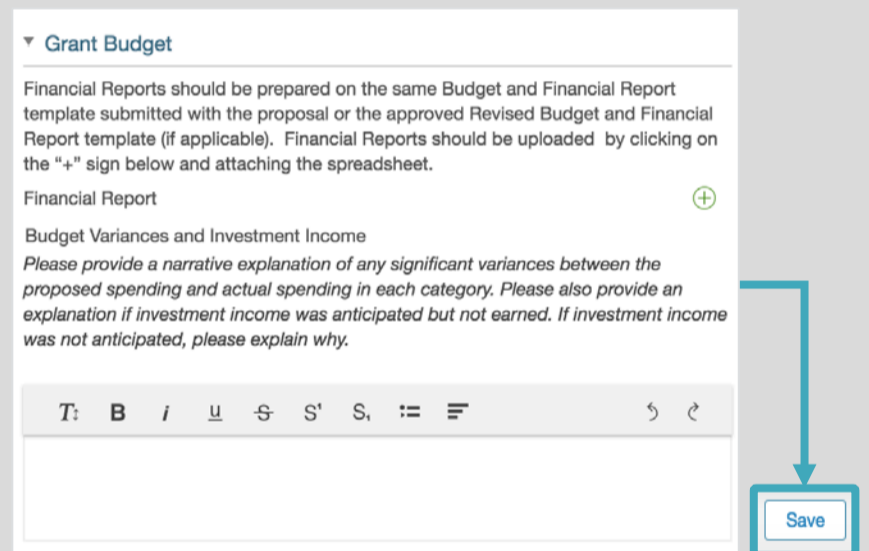
- In the menu on the left, select **REPORTS** → **To Submit**.
- The upcoming reports for active grants display in a list. To view the report detail, select the relevant **report record** in the list. The full report detail will appear to the right.
- On the **report** detail, click **Edit** in the upper right corner.



2 COMPLETE REPORT RECORD

- Complete **all sections** displayed on the **report** form.
- Navigate to the **Grant Budget** section, and upload the Financial Report using the **Budget and Financial Report template** submitted with the proposal or the approved Revised Budget and Financial Report template, if applicable.
- Please also provide comments in the **Budget Variances and Investment Income** field.
- Click **Save**.

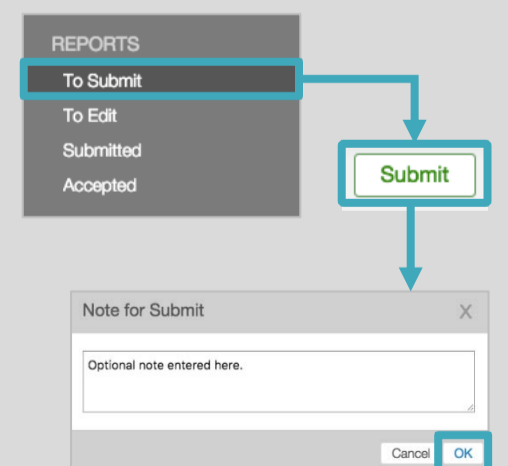
Please note: Saving does not submit the report to the Foundation. See **Step 3** for how to submit.



3 SUBMIT THE REPORT TO THE FOUNDATION

- In the menu on the left, click **REPORTS** → **To Submit**.
- Your full list of upcoming reports display in the list. To view detail, select the relevant report in the list.
- Click **Submit**.
- In the **Note for Submit Update** pop-up window, you may include an optional note to the Foundation.
- Click **OK**.

Please note: Payments that are contingent upon approval of a report are only released upon approval of the report by Foundation staff.



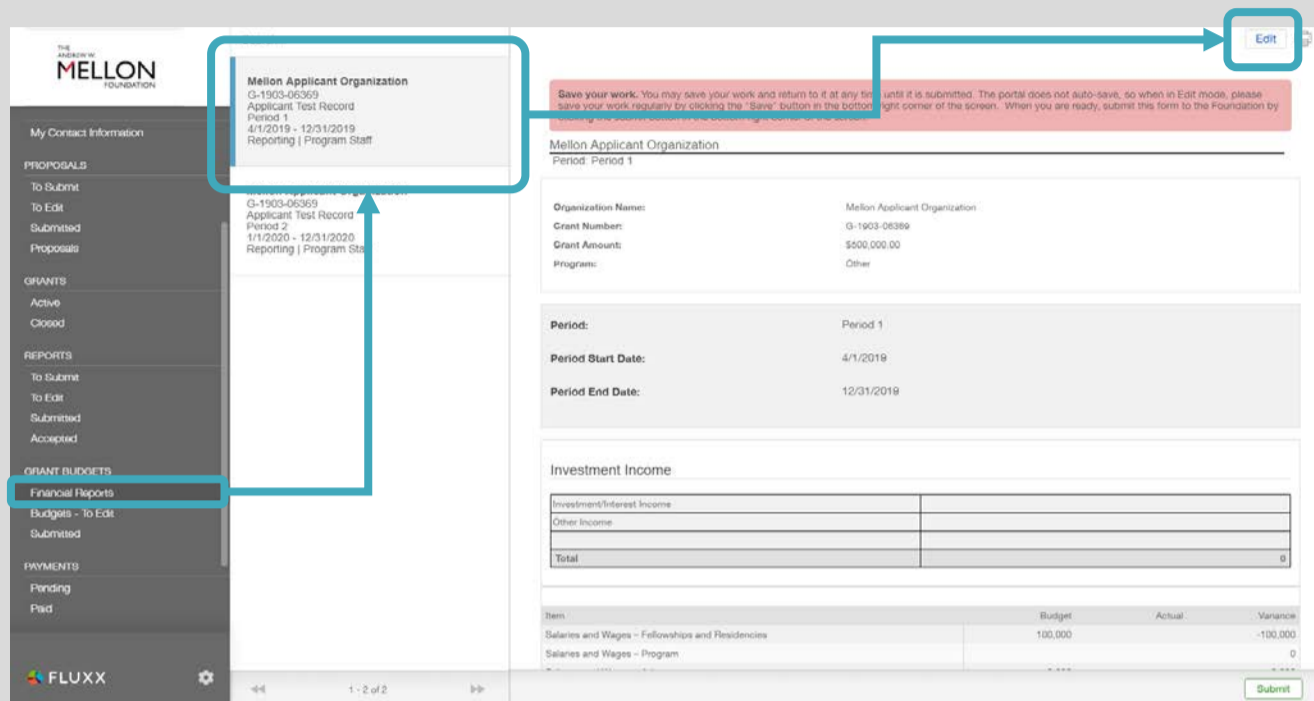
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FOR GRANTS APPROVED FROM APRIL 2018 ONWARD

- For grants awarded from April 2018 onward, a financial report showing actual expenditure should be submitted through the Foundation’s grantee portal.

1 LOCATE RELEVANT BUDGET PERIOD

- In the menu on the left, select **Grant Budgets** → **Financial Reports**.
- Budgets for each period of the grant will display in a list. Select the relevant **budget period** from the list. The full budget period detail will appear to the right.
- On the budget period detail, click **Edit** in upper right corner.



2 ENTER ACTUALS FOR RELEVANT BUDGET PERIOD

- Navigate to the **Investment Income** section.
- Enter any investment income or interest earned during the reporting period.
- Enter all **actuals** for each approved budget item.
- Click **Save**.
- After the Edit screen closes, click **Submit**.

Please note: Both the narrative and financial reports must be submitted to the Foundation for the report to be considered complete and ready for review by the Foundation.

Assistance: For technical support, please contact Foundation staff at fluxxusers@mellon.org or call (212) 500-2484 during business hours (9:00 a.m. – 5:30 p.m. EST). You should expect a response to your email within three business days. For program-related questions, please contact program staff.

Investment Income

Opening Balance

Investment/Interest Income

Organizational Contribution

Other Income

Total Income: 0

Item	Budget	Actual
Salaries and Wages – Fellowships and Residencies	100,000.00	<input type="text"/>
Salaries and Wages – Program	150,000.00	<input type="text"/>
Salaries and Wages – Administration		<input type="text"/>
Salaries and Wages – Other		<input type="text"/>
Benefits		<input type="text"/>
Travel	2,000.00	<input type="text"/>
Conference and Meetings – Non-Travel		<input type="text"/>
Equipment and Supplies	1,000.00	<input type="text"/>
Consultants and Professional Services (including Artist Fees)		<input type="text"/>
Subgrants/Regrants		<input type="text"/>
Promotion, Marketing, and Advertising		<input type="text"/>
Evaluation		<input type="text"/>
Artist Occupancy Costs		<input type="text"/>