

## Mott Foundation Grant Reporting Form Financial Report

**The narrative and financial sections of the report must be submitted together.** They cannot be processed separately. If you have any questions regarding the completion and submission of this report, please feel free to contact your Mott Foundation program officer.

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Grantee \_\_\_\_\_

Program \_\_\_\_\_

Mott Foundation Grant # \_\_\_\_\_ Period Covered \_\_\_\_\_ through \_\_\_\_\_  
(starting date of grant) (ending date of reporting period)

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Please review the “Reports” section of the grant agreement letter and follow these instructions carefully:

- **Your organization must report total, cumulative project expenditures against the approved budget submitted with your proposal and referred to under the “Reports” section of the grant agreement letter.**
- **If the approved budget has been revised, you must report against the approved, revised budget.**
- **If the approved budget includes funding in addition to that of the Mott Foundation, you must report on the entire budget, not just the Mott Foundation funds. If your approved budget covers multiple years, you must report against the cumulative amount for the total period.**
- **Please pay particular attention to any line items for which expenditures were limited in the “Grant Accounting” section of the grant agreement letter.**

- Foreign organizations may complete this form using their local currency if that is how the approved budget was presented. If you do so, you must complete the portion of section 3 detailing the exchange rate on the date the funds were received.
- The final report should explain (in section 2) all overrun variances that exceed **both** \$1,000 and 10% of the budgeted line item amount.

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1. Accounting of Cumulative Expenditures

<u>Budget Line Item</u>	<u>Total Approved Budget</u>	<u>Actual Cumulative Expenditures</u>	<u>Balance Remaining (Overruns)</u>
	_____	_____	_____
Totals:	_____ (a)	_____ (b)	_____ (c)

2. **Complete this section only for the final report.**

Explanation of overrun variances (from section 1) that exceed both \$1,000 and 10% of the budgeted line item amount.

<u>Budget Line Item</u>	<u>Amount of Overrun</u>	<u>Explanation</u>

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### 3. Funding Sources

List **all sources of funding** (including the Mott Foundation grant) received **for this project** with their related grant periods. Report the amount of funding that corresponds to the approved budget and time period covered by the Mott Foundation grant.

<u>Source</u>	<u>Grant Period Starting Date</u>	<u>Grant Period Ending Date</u>	<u>Total Amount</u>
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Mott Foundation

Other sources:

Total Funds Available: \_\_\_\_\_ (d)  
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If expenditures and funding sources are reported in a foreign currency (non-U.S. \$), please provide the exchange rate on the date of receipt of the Mott Foundation payment(s).

U.S. \$ = \_\_\_\_\_ Date funds received: \_\_\_\_\_  
 U.S. \$ = \_\_\_\_\_ Date funds received: \_\_\_\_\_

### 4. Complete this section only for the final report.

#### Unspent Funds

Total funds available – see (d) above:	_____
Less total actual cumulative expenditures – see (b) in section 1:	( _____ )
Funding in excess of expenditures: (See the “Undisbursed Funds” section of the Mott Foundation grant agreement letter for possible refund.)	===== (e)

Please explain the variance between the total funding received (d) and the total approved budget for expenditures – see (a) in section 1.