

# Mott Foundation Grant Reporting Form

## Narrative Report

**The narrative and financial reports 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: \_\_\_\_\_

Project: \_\_\_\_\_

Mott Foundation Grant # \_\_\_\_\_ Period Covered: \_\_\_\_\_ through \_\_\_\_\_  
(start date of grant) (end date of reporting period)

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1. Summarize the reporting objectives in the grant agreement letter based on your grant type:
- **Project Grant** – a narrative report summarizing what was accomplished by the expenditure of funds, including a description of progress made toward achieving the reporting objectives; or
  - **General Purpose Grant** – a narrative report summarizing your organization’s major activities during the reporting period, including the reporting objectives.

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2. What major favorable or unfavorable variance(s) from stated goals, objectives, and projected expenditures occurred during the period? Indicate if the variance will hinder or prevent the accomplishment of the objectives.

3. Do you currently expect that the planned results will be achieved by the completion of this grant period?     Yes     No    If "No", please explain.

4. Do you currently expect to continue this program after the end of this grant?     Yes     No  
If "Yes", does your organization have appropriate funding committed?