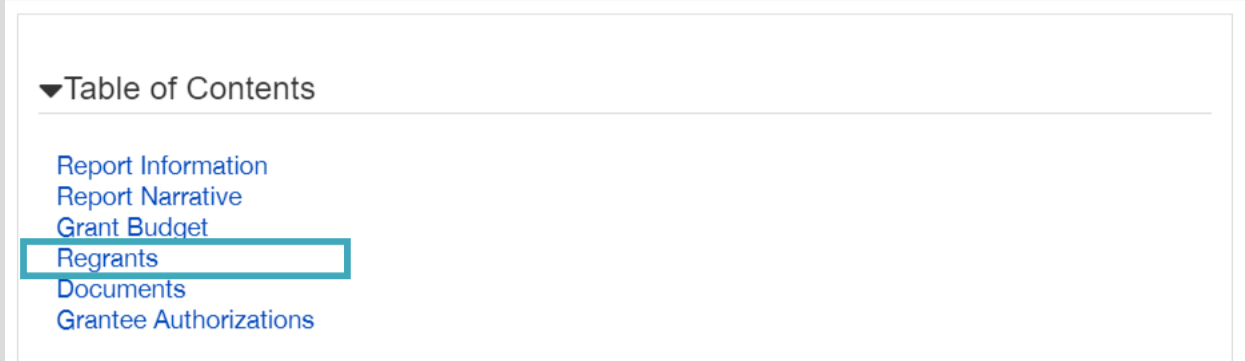




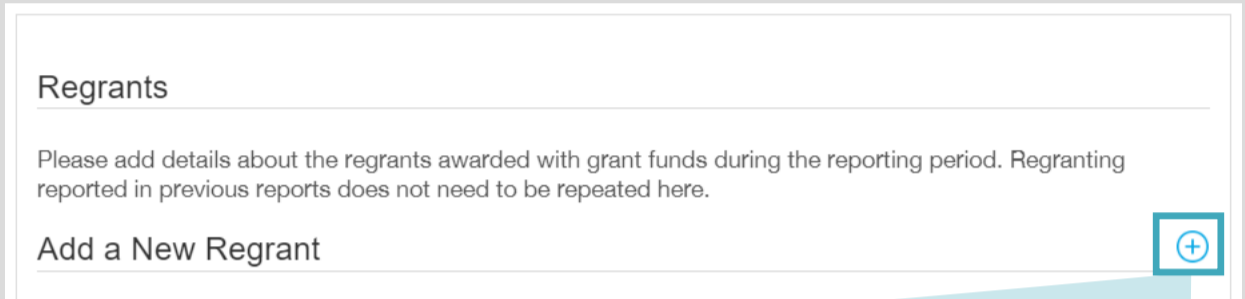
# The Andrew W. Mellon Foundation: Reporting on Regrants

When submitting **interim** or **final reports** to the Foundation, grantees with awards that involve a regranting component will see an additional section on the report form labeled **Regrants**.

Click **Edit** on the report record, and then use the **Table of Contents** or scroll to navigate to the **Regrants** section.



Please add details about all **regrants awarded with grant funds during the reporting period** (regrants reported previously do not need to be re-entered). For each individual regrant, you should complete the fields shown in the “**Add a New Regrant**” pop-up below.



*Click on the blue plus symbol to **Add a New Regrant**.*

**Name of Recipient:** Legal name, if organization (“dba”, or “doing business as” optional). Full name, if individual. If the regrant is dispersed to multiple parties (i.e. collaborating organization, artist, or presenter) please enter the name of the primary recipient only; additional details may be shared in the **Report Narrative** or **Regrant Notes** sections of the record (see below).

**Regrant Amount:** Enter the total amount allocated at the time of the regrant award; do not adjust for refunds. *Any post-award reconciliation, such as refunds, should be reported in the **Financial Report** and may be explained in the **Regrant Notes** section.*

**Award Year:** Enter the calendar year in which the regrant was awarded.

**Location Type:** Select the location of the primary recipient at the time of the regrant award. If **US recipient**, please enter the five-digit **Postal Code** into the text field. If the location is outside the United States, select **International** and choose the country from the dropdown menu.



*Click **Save** for each new regrant.*

Make sure to **Save** and **Submit** your report to the Foundation.

For technical support, please contact [fluxusers@mellon.org](mailto:fluxusers@mellon.org) or (212) 500-2484.