Attached to this e-mail are final report materials for: [name of organization].

NEA grant number: [15 - xxxx – xxxx, 16-xxxx-xxxx, or 17-xxxx-xxxx].

This grant has:

\_\_ Funds remaining.

\_\_ No funds remaining. All grant funds have been received and expended.

This final report package is:

\_\_ Complete.

\_\_ Incomplete.

Attachments to this email include the:

\_\_ FDR: Parts I and II.

\_\_ FFR.

\_\_ Payment Request - if funds remain.

\_\_ Final Product - if required and if an electronic version is acceptable to NEA.

Online, I completed the:

\_\_ FDR: Part III (Geographic Location of Project Activity)

A hard copy work product was:

\_\_ Shipped on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to Grants Office &

Contracts Office.

\_\_ Not required for my grant.

Contact Information: [Name, title, e-mail, phone, and fax number.]