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

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