We should like to remind you that the grant referred to above will soon terminate. No costs incurred after the termination date will be allowable under the grant. Should you feel that an extension of the grant period is necessary, it is essential that your request reach the Endowment before the termination date.

In order to facilitate close out of this grant, both the following documents should be forwarded in triplicate to the Grants Officer, NEA, as soon as possible after the expiration date:

1. A report stating what has been accomplished with the support of the grant.

2. A report on total expenditure of the project. This report should be submitted on the enclosed Cash Request and Fiscal Report (Form NEA-7 Rev.).

If any grant funds remain uncommitted at the end of the grant period, a check for such amount, payable to "National Endowment for the Arts," should be attached to the Report form. If any interest has accrued as a result of grant funds deposited in your account, a separate check for such amount, payable to "U. S. Treasury" should also be attached to the Report form.

If for any reason you are unable to furnish these reports shortly, we would appreciate your notifying the Endowment promptly. Should you have any questions, we would be glad to assist you.

James R. Thomas
Grants Officer, NEA

Attachments:
1. 1 set NEA-7(Rev.)
2. Project Budget