

FINAL FINANCIAL STATUS REPORT FOR INDIVIDUALS

INSTRUCTIONS

This report must be submitted to NEH within ninety days after the end of the grant period.

Line by Line Instructions

"Grantee" - In this block, list your name and current address.

"NEH Grant ID Number" and **"Grant Period"** - This information can be found on the most recent "Official Notice of Action" form that you have received.

"Status of Funds":

Line 1 - "Total Project Expenditures" - Enter your total actual expenditures on the project during the grant period.

Line 2 - "Less Cost Sharing" - Include expenditures covered by cash and noncash (in-kind) contributions from you and/or third parties and any gifts certified to obtain NEH matching funds.

Line 3 - "Total Expenditures Charged to NEH" - Subtract line 2 from line 1.

Line 4 - "Total Amount of NEH award" - List the total amount of funding that the NEH has awarded to you. This can be found on the most recent "Official Notice of Action" form that you have received.

The amount of the award will be different from the amount received from NEH if you have not requested the full amount of your grant in your payment requests.

Line 5 - "Amount of NEH Award Unexpended" - Subtract line 4 from line 3.

Submission of Final Financial Status Report for Individuals

To determine the amount, if any, to be refunded to NEH, subtract the amount on line 3 from the amount of payments you have received from NEH.

Please sign and date the form at the bottom, and provide a daytime telephone number and/or an e-mail address where you can be reached if a question arises.

Send the original and two copies of the form, along with any refund check, to the NEH Office of Grant Management, Room 311, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506. The report may also be transmitted via fax to (202) 606-8633. Further information can be obtained by mail from that office, by sending an e-mail to **GrantManagement@neh.gov**, or by calling the office at (202) 606-8494.

Interest Earned on Grant Funds

Any interest in excess of \$250 a year that was earned on advanced grant payments should be remitted to the Department of Health and Human Services. Grantees should make payment by check and mail it to the HHS Payment Management System, P.O. Box 6021, Rockville, Maryland 20852.