Category 1 Modification Request Letter

SAMPLE REQUEST FOR CATEGORY 1 *OTHER THAN TIME EXTENSIONS*

(On Grantee's letterhead)

Date

Director
Grant Support Division
Office of Community and Rural Affairs
One North Capitol, Suite 600
Indianapolis, Indiana 46204-2288

SUBJECT: Modification Request, Grant # _____

Dear

The purpose of this letter is to request a modification to the (project budget) (grant goals to be accomplished). Following is a description of the changes to the project we are requesting to modify:

Change in Objectives

Original Goal: _____ Modified Goal: _____

Reallocation of Funds

Original Budget Amount: _____ Revised Budget Amount: _____

Line Item Transferred From: _____ Line Item Transferred To: _____

The justification for this modification request is:

It is agreed that all other provisions and certification of our Grant Agreement shall remain in full force and effect.

Sincerely,

Name
Title, Chief Elected Official