Print Form

Modification Section

Form 1

Category 1 Modification Request Letter

(Letter needs to be on Grantee letterhead. Allow two (2) weeks for processing.)

SAMPLE GRANT EXTENSION REQUEST

(Extension request can be no more than six (6) months.)

(SEE PAGE 2 OF THIS FORM FOR ALL OTHER CATEGORY 1 REQUEST.)

January 1, 2006

Grant Services
One North Capitol, Suite 600
Indianapolis, Indiana 46204-2288

Re: Grant Number: _____

To Whom It May Concern:

The purpose of this letter is to request that the State of Indiana, acting by and through Grant Services, grant a change of the _____ to _____ for the above referenced contract, which contract was approved by the State on _____ .

The justification for this extension request is based upon _____.

_____.

It is agreed that all other provisions and certification of said contract shall remain in full force and effect.

Sincerely,

Name
Chief Elected Official

SAMPLE

CATEGORY 1 MODIFICATION REQUEST

(Modification request can be no more than a 10% change in objectives and/or budgeted amount.)

January 1, 2006

Grant Services
One North Capitol, Suite 600
Indianapolis, Indiana 46204-2288

Re: Grant Number: _____

To Whom It May Concern:

The purpose of this letter is to request that the State of Indiana, acting by and through Grant Services, allow a change in objectives and/or a reallocation of funds between approved activities. This change will not increase or decrease the original scope by more than
ten percent (10%). The specific details of the request are listed below:

Change in Objectives

Original Job/Housing Goal: _____ Requested Job/Housing Goal: _____

The justification for this extension request is based upon _____
_____.

Reallocation of Funds

Original Budget Amount: _____ Requested Budget Amount: _____

Activity/Fund Transfer From: _____ Activity/Fund Transfer To: _____

The justification for this extension request is based upon _____
_____.

It is agreed that all other provisions and certification of said contract shall remain in full force and effect.

Sincerely,

Name
Chief Elected Official