

**Budget Revision and Grant Extension Request Form
Form A-2**

Subgrantee:	Subgrant Number:	Date:
Project Title:		
Contact Person and Title:		
Phone:	E-mail:	City:
		Zip:

Budget Category	Approved Budget		Requested Budget	
	Grant	Match	Grant	Match
Personnel				
Personnel Benefits				
Equipment				
Travel				
Supplies and Operating Expenses				
Facilities / Rental Expenses				
Contractor / Consultants				
Confidential Funds				
Other				
TOTAL				

Request for Budget Extension	
Change In Grant Period	
Current Project Period	
Project Start Date	
Project End Date	
New Grant Period	
New Project End Date	

Signature of Project Director

- A written explanation is required and must be attached to request a grant extension or budget revision.
- Explain the reason for the need of a grant extension or the requested budget changes and why money needs to be shifted (increased or decreased) among budget categories.
- The shifting of funds should not change the scope of the project.
- The subgrantee cannot act upon the request until it has been approved.
- Once approved, the subgrantee will receive a copy of the revision request.

IN ADDITION: OVERALL BUDGET SUMMARY AND ALL DETAILED BUDGET PAGES WITH NARRATIVE COMPLETED MUST BE ATTACHED.

FOR DAC USE ONLY - SIGNATURE INDICATES APPROVAL	<input type="checkbox"/> Program Monitor	<input type="checkbox"/> Budget Update	<input type="checkbox"/> Financial Analyst
---	--	--	--

**Stephanie Lowery
Federal Grants Division Director**

Date