

Budget Revision Request



Neighborhood SUCCESS trusts the funds provided will be spent only for the explicit purpose(s) of your funding request and budget as approved by the Grant Making Committee during the application process.

However, it is understandable, that due to changing circumstances, a Grantee may find it necessary to request a revision of how the funds will be used to complete the approved project. As agreed upon in your Grantee Agreement: "The project identified in your grant request may be modified only with prior written approval from the Neighborhood SUCCESS Program Officer."

In the spaces below, please explain the changes requested. Then, complete the budget form with the revised amounts. Be sure to use the **approved** SUCCESS Grant amounts and not the budget amounts from your original application as they may differ.

This request affects: Materials/Supplies Equipment Other (check all that apply)

Please explain your budget revision request _____

Signature of Primary Contact Person: _____ Date: _____

This space is reserved for comments by the Neighborhood SUCCESS Program Officer:

Signature: _____ Date: _____

