Grant Modification Request Form



THE CLEVELAND FOUNDATION AND ITS SUPPORTING ORGANIZATIONS

Complete the appropriate section(s) of this form to request a grant period extension and/or budget reallocation. Email your completed form to **grantsmgmt@clevefdn.org**. Please allow up to 5 business days for a response.

ORGANI	IZATION											
GRANT I	ID NUMBER					GRANT A	MOUNT					
NAME						PHONE				DATE		
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CURRENT BALANCE OF UNSPENT GRANT FUNDS: Complete the line items below by entering the awarded amounts (if a budget was provided with your award letter) and requested reallocation of expenses. The Total in both columns should match. Note: Please enter numbers without combining the third that for them to be totaled correctly. Click outside the table to exit. PROJECT EXPENSES FOUNDATION AWARD REQUESTED REALLOC SALARIES AND WAGES CONSULTANTS AND PROFESSIONAL SERVICES TRAVEL EQUIPMENT OFFICE SUPPLIES / MATERIALS POSTAGE AND MAILING RENT / OCCUPANCY INDIRECT EXPENSES ie: rent / occupancy, utilities, maintenance				
Complete the line items below by entering the awarded amounts (if a budget was provided with your award letter) and requested reallocation of expenses. The Total in both columns should match. Note: Please enter numbers without combined throughout chart for them to be totaled correctly. Click outside the table to exit. PROJECT EXPENSES FOUNDATION AWARD REQUESTED REALLOC SALARIES AND WAGES CONSULTANTS AND PROFESSIONAL SERVICES TRAVEL EQUIPMENT OFFICE SUPPLIES / MATERIALS POSTAGE AND MAILING RENT / OCCUPANCY INDIRECT EXPENSES ie: rent / occupancy, utilities, maintenance				REALLOCATION OF GRANT FUNDS
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EQUIPMENT OFFICE SUPPLIES / MATERIALS POSTAGE AND MAILING RENT / OCCUPANCY INDIRECT EXPENSES ie: rent / occupancy, utilities, maintenance				CONSULTANTS AND PROFESSIONAL SERVICES
OFFICE SUPPLIES / MATERIALS POSTAGE AND MAILING RENT / OCCUPANCY INDIRECT EXPENSES ie: rent / occupancy, utilities, maintenance				TRAVEL
POSTAGE AND MAILING RENT / OCCUPANCY INDIRECT EXPENSES ie: rent / occupancy, utilities, maintenance				EQUIPMENT
RENT / OCCUPANCY INDIRECT EXPENSES ie: rent / occupancy, utilities, maintenance				OFFICE SUPPLIES / MATERIALS
INDIRECT EXPENSES ie: rent / occupancy, utilities, maintenance				POSTAGE AND MAILING
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*The two totals should match.				
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