

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@clevelandfn.org. **Please allow up to 5 business days for a response.**

ORGANIZATION	<input type="text"/>		
GRANT ID NUMBER	<input type="text"/>	GRANT AMOUNT	<input type="text"/>
NAME	<input type="text"/>	PHONE	<input type="text"/>
		DATE	<input type="text"/>

VERIFICATION If you are not the Executive Director/President, check the box to the left to certify they have reviewed/approved this modification request.

EXTENSION OF GRANT PERIOD

CURRENT GRANT END-DATE	NEW END-DATE REQUESTED
<input type="text"/>	<input type="text"/>

CURRENT BALANCE OF UNSPENT GRANT FUNDS:

BRIEFLY DESCRIBE THE CIRCUMSTANCES NECESSITATING AN EXTENSION

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REALLOCATION OF GRANT FUNDS

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 then your requested reallocation of expenses. The Total in both columns should match. Note: Please enter numbers without commas throughout chart for them to be totaled correctly. [Click outside the table to exit.](#)

PROJECT EXPENSES	FOUNDATION AWARD	REQUESTED REALLOCATION
SALARIES AND WAGES		
CONSULTANTS AND PROFESSIONAL SERVICES		
TRAVEL		
EQUIPMENT		
OFFICE SUPPLIES / MATERIALS		
POSTAGE AND MAILING		
RENT / OCCUPANCY		
INDIRECT EXPENSES ie: rent / occupancy, utilities, maintenance		
OTHER		
TOTAL	\$	\$

*The two totals should match.

BRIEFLY DESCRIBE THE NEW USE OF FUNDS AND THE REASON FOR REALLOCATING