

OREGON STATE LIBRARY

Library Services and Technology Act
Grant Award Modification Request (Sample)

submit two signed copies

Project Name: Reaching Out to Kids Grant Project Number: 08-11-6p

Performing Agency: Acme Public Library Date Submitted: 10/13/08

Submitted by: B. Bunny

Phone: 503-444-5533 Fax: _____ Email: bbunny@looneytunes.acme.gov

1. Type of Modification to the Notification of Grant Award Requested:

Amendment to approved project budget to adjust for transfers exceeding 10% allowable, in accordance with Section V (complete nos. 2, 3, and 4 below).

Amendment to secure prior approval for costs requiring grantor agency approval, in accordance with Section II, paragraph L (complete nos. 2 and 4 below).

Amendment to secure prior approval for changes to the scope or objectives of the approved project, in accordance with Section II, paragraph L (complete nos. 2 and 4 below).

Amendment to modify Section IV, the term of the contract (complete nos. 2 and 4 below; under number 2, estimate the unobligated grant balance as of the last day of the current grant period).

Other: _____

2. Description/Justification of Modification Request
(attach pages if needed)

Parts of some kits are slow to arrive. We may need more time. Also, we need time to find substitutes for the TNT in the propulsion principles kits. The books were blown up in the kits, so we need to transfer money from the equipment line to library materials. We would like to request a new ending date of June 30, 2009. We also need to transfer some money for medical supplies as kit testing seems to be taking its toll on Mr. Coyote. Mr. Roadrunner, the other tester, seems fine.

Budget Amendment

double click table to enter data

Budget Categories	Approved Budget	Requested Adjustment	Amended Budget
Personnel	\$5,000.00	\$0.00	\$5,000.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$1,000.00	-\$400.00	\$600.00
Equipment	\$2,500.00	-\$500.00	\$2,000.00
Supplies	\$0.00	\$500.00	\$500.00
Contractual	\$0.00	\$0.00	\$0.00
Library Materials	\$1,500.00	\$400.00	\$1,900.00
Other	\$0.00	\$0.00	\$0.00
Total Direct Charges	\$10,000.00	\$0.00	\$10,000.00
Indirect Charges	\$0.00	\$0.00	\$0.00
Total Grant	\$10,000.00		\$10,000.00

4. Authorization of Performing Agency for Modification Request

Wiley Coyote

Signature of official authorized to enter into contracts

Chief Fiscal Officer, City of Acme
Typed name and title

5. Concurrence

Library Development Program Manager

Date

Oregon State Librarian

Date

UPON APPROVAL BY THE STATE LIBRARIAN, THE ABOVE REQUESTED GRANT AWARD MODIFICATION CONSTITUTES AN AMENDMENT TO THE NOTIFICATION OF GRANT AWARD. ALL AMENDMENTS MUST REMAIN A PART OF ALL EXISTING COPIES OF THE DOCUMENT.

Send **TWO** completed, signed copies of this form to:

Library Development Services
Oregon State Library
250 Winter St. NE
Salem, Oregon 97301-3950