

OREGON STATE LIBRARY

Library Services and Technology Act
Grant Modification Request

submit two signed copies

Project Name: Grant Project Number:

Performing Agency: Date Submitted:

Submitted by:

Phone: Fax: Email:

Return to:

1. Type of modification to the grant contract:

___ Change the approved budget to transfer more than 10% of the total LSTA award to different budget lines.
(complete nos. 2, 3, and 4 below)

___ Ask Oregon State Library for approval for creating subgrants or contracting for a planning consultant.
(complete nos. 2 and 4 below)

___ Change the scope or objectives of the approved project
(complete nos. 2 and 4 below).

___ Change the ending date of the grant to : _____
(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)

3. Budget Amendment

double click table to enter data, single click elsewhere on form to close table

Budget Categories	Approved Budget	Requested Adjustment	Amended Budget
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Library Materials			
Other			
Total Direct Charges			
Indirect Charges			
Total Grant			

4. Authorization of Performing Agency for Modification Request

Signature of official authorized to enter into contracts

Typed name and title

5. Oregon State Library Approval

Library Development Program Manager

Date

Oregon State Librarian

Date

This document amends the grant award contract upon approval by the state librarian. Keep this document with all existing copies of the grant award contract.

6. Change in reporting structure in cases of extensions

Activity report for period:

Due:

Activity report for period:

Due:

Activity report for period:

Due:

Financial report for period:

Due:

Financial report for period:

Due:

Financial report for period:

Due:

Send **TWO** completed, signed copies of this form to:
Library Development Services
Oregon State Library
250 Winter St. NE
Salem, Oregon 97301-3950