



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

ORGANIZATION

GRANT ID NUMBER

GRANT AMOUNT

Name

Phone

Date

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

Current balance of unspent grant funds:

Briefly describe the circumstances necessitating an extension

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.