

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.