



PROJECT CHANGE REQUEST

Grantee: _____ Grant Number: _____

Address: _____ Granting Period

Project: _____ From: _____ To: _____

Vendor Number: _____ Request Number: _____ Date: _____

The Grantee must provide a written explanation of what the requested changes are and why. This includes if money needs to be shifted (increased/decreased) among other budget categories.

The Grantee cannot act upon the request until it has been approved in writing.

Revise Budget

Category	Current Budget	Request Budget	Net Change
Total			

Change Project Director From: _____ To: _____

Attach new Director's Resume

Change Grant Period From: _____ To: _____

Change Project Scope



PROJECT CHANGE REQUEST CONT.

Grant Number: _____ Report Number: _____ Date: _____

Change Request Summary and Justification

Describe all proposed changes. (Attach additional pages if needed.)

Signature of Project Director

Date

Signature of SHPO

Date