



**REQUEST FOR AMENDMENT
TO AN EXISTING GRANT**

Date:
Grant Award #:
Amendment #:

Grant:
Supervisory Union:
School:

Requirement:

Sub-grantees shall obtain prior approval of the VT Department of Education whenever any of the following changes is anticipated under a grant award.

- (i) *Any revision which would result in the need for additional funding.*
- (ii) *Cumulative transfers among direct cost categories or among separately budgeted programs, projects, functions, or activities which exceed or are expected to exceed 10% of the current total approved budget,*
- (iii) *Any revision in the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval).*
- (iv) *Changes in key persons in cases where specified in an application or a grant award. (E.g. a change in the project director or manager shall always require approval)*
- (v) *Changes in sub-granting or otherwise obtaining the services of a third party to perform activities which are central to the purposes of the award.*

Please use this space to provide any information which would be helpful to VT DOE staff to respond to this amendment request in a timely manner:

1. Description of the reason for amendment in the approved Grant.
2. List what aspects of the approved grant approved scope of work would be altered to effect the above stated change.
3. Total amendment percentage of original grant award for this fiscal year.

Budget Alterations

Describe Budget Item Amendment	Original	Proposed Amendment		

LOCAL AUTHORIZATION

Signature of Superintendent

Date

Vermont Department of Education

Signature of SIG Coordinator

Date