

Request for Amendment to LSTA Grant Contract

Missouri State Library--LSTA Grant Program

- Any request for amendment must be submitted at least 3 weeks before the end of the grant period. The minimum amount of additional funds that can be requested is \$100.
- Fill out this Request for Amendment completely including reasons/justifications for change.
- After review, we will draft the Amendment to your Agreement. Both the library and the Executive Deputy Secretary of State must sign the Amendment prior to placing any orders.

Grant Project # _____

Grant period dates: from _____ to _____

Library: _____

Address: _____

Phone: _____ Fax: _____

Request additional funds in the amount of: \$ _____

Request extension of grant period to: _____ (date)

Request changes to budget as shown below:

| Budget Category | Original Budget (old) | Amended Budget (new) |
|---|--------------------------|-------------------------|
| Contractual Services | | |
| Equipment and Operating Software | | |
| Furniture | | |
| Library Materials | | |
| Personnel | | |
| Public Relations (Paid advertisements) | | |
| Promotional Materials | | |
| Supplies, Postage and Printing | | |
| Travel | | |
| Other | | |
| TOTAL | | |

Fund transfer details if applicable

Request to transfer \$ _____ from _____ category to _____ category.
Request to transfer \$ _____ from _____ category to _____ category.
Request to transfer \$ _____ from _____ category to _____ category.
Request to transfer \$ _____ from _____ category to _____ category.

Reasons/Justifications for Change

FAX TO:
LSTA Grants Officer
Missouri State Library
(573) 751-3612

OR MAIL TO:
LSTA Grants Officer
Missouri State Library
600 W. Main St., P.O. Box 387
Jefferson City MO 65102-0387

Signatures:

Grant Project Manager signature

Date

Library Director signature

Date