



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

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Illinois State Library BUDGET AMENDMENT REQUEST

It is a grantee's responsibility to monitor activities and expenditures to ensure compliance with the approved budget for each grant. A grantee may be required to request a budget amendment if the over-expenditures across all budget lines are anticipated to total more than 10 percent of the grant award. This is considered a significant variance from the approved budget. It is a grantee's responsibility to request a budget amendment, to align the budget and anticipated actual costs, before a significant variance occurs.

The Budget Amendment Request may be submitted any time during the grant period, but no later than 60 days prior to the end of the grant period.

Grantee Agency/Library: _____

Project Number: _____

Project Title: _____

Date of Report: _____

Grantee Staff Member Preparing Report: _____

Email: _____ Telephone Number: _____

	Grant Budget	Amount of Change + Or -	Amended Grant Budget	Reason for the Change Explanation by Budget Line
Salaries, Wages, Benefits				
Consultant Fees				
Travel				
Materials, Supplies				
Equipment				
Services				
Administrative/Facilities Costs (no more than 10% of direct costs)				
TOTAL				

The total of the *Grant Budget* column and the total of the *Amended Grant Budget* column must be equal unless prior approval from the Illinois State Library has been obtained to adjust the amount of the grant award.

Submit by email or fax: Email the amendment request as an attachment to: isl_grants@ilsos.net or fax to 217-782-1877.

Your agency will receive a formal contract amendment that must be signed by an authorized person and returned to the Illinois State Library. Final approval of the above changes will only occur when the signed contract amendment is fully executed by all parties.

For questions, contact the Library Development Group at 1-800-665-5576, ext. 2, or isl_grants@ilsos.net.

¹ The amount spent within a budget line is more than the approved budget amount for that category.

ISL Staff Signature and Date: _____