

**ADULT VOLUNTEER LITERACY
SECRETARY OF STATE GRANT PROGRAM
BUDGET CHANGE REQUEST**

Grantee _____
(Agency Name) (Date)

The Original (or most recently amended budget amount approved by SOS/ISL) Budget Total and the Amended Budget Total must be the same. Budget changes can only be made between line items. It is not necessary to submit an amended budget if the change is less than 10% of the line item. Budget lines may be under expended to any amount but an over expenditure in excess of 10% will incur a penalty if a budget change using this form is not approved in advance.

BUDGET LINE ITEM	Original <u>Budget</u>	Amended <u>Budget</u>	Amount of <u>Change + or -</u>
Personnel			
Fringe Benefits			
Travel			
Supplies			
Contractual Services			
Instructional Materials			
Vol. Training & Support			
Other			

TOTALS:

Explanation of Change, Specific to each line item changed:

Requested by: _____
(Typed name, title, and phone number)

Signature: _____ Date: _____

Return completed form to Adult Volunteer Literacy Grant Program Secretary of State Literacy Office, Illinois State Library, 300 South Second Street, Springfield, IL 62701, fax 217/785-6927 or email with electronic signature to jhughes@ilsos.net BEFORE MAY 1, 2008.

09/06/07