

**SECRETARY OF STATE FAMILY LITERACY 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.

BUDGET LINE ITEM	Original <u>Budget</u>	Amended <u>Budget</u>	Amount of <u>Change + or -</u>
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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 Family 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](mailto:jhughes@ilsos.net) BEFORE MAY 1, 2008.

09/06/07