**Program Modification Request**

Date Request is submitted to NYSED:   /  /

Check all that apply for this request: Summer [ ]  Fall [ ]  Winter [ ]  Spring [ ]

***\*\*Important: Please only include one change request per form. Additional changes require separate forms.***

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| --- | --- | --- | --- |
| Agency Name: |       |  |  |
| Mailing Address: |       |  |  |
| Project Number: | 0187-  -     | Contract Number (*if applicable*): |       |
| Contact Person: |       |  |  |
| Phone: | (   )    -     | Email: |       |

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| **Program Modification Request***What would you like to change?* |
|       |
| **Currently Approved Practice** *State current practice only as it relates to the requested change. For example, if requesting an objective change, only describe the current objective and how it may change.*  |
|       |
| **Justification***Why is this modification reasonable and necessary for the successful implementation of your 21st Century Community Learning Center program?* |
|       |
| **Explain how this will supplement, not supplant[[1]](#footnote-1), pre-existing funded services.** |
|       |
| **Impacted Goals and/or Objectives***List impacted goals and/or objective(s)from your original grant proposal. Explain how this modification will continue to support the stated goals/objective(s). If requesting an objective change, explain how the new objective will continue to address the original goal(s) as per the grant application.*  |
|       |
| **Planned dates to implement:**  | **Would this modification require a Budget Amendment?[[2]](#footnote-2)** |
|   /  /     to   /  /     | [ ]  Yes [ ]  No |
| **What attachment(s) will you be including?**  |

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|       |

  /  /     **Date NYSED Approved** **€ Request Denied € Pending**

1. Supplement means to “build upon” or “add to”; supplant means to “replace” or “take the place of.” Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. [↑](#footnote-ref-1)
2. If a budget amendment is required, you must submit FS-10A and corresponding documents within 30 days. For additional guidance on when a FS-10A is required, refer to Grant’s Finance guidance: [http://www.oms.nysed.gov/cafe/guidance/guidelines.html#general](http://www.oms.nysed.gov/cafe/guidance/guidelines.html%23general%20) [↑](#footnote-ref-2)