

Delegate Budget Revision Request

(Hot Sheet)

CF/F-6 Revised 02/08

(mandatory)

Delegate Agency is required to submit this form to Grantee for approval when there is a need for a budget revision.

1. Mark in the top right hand corner which budget you are revising. If the budget you are revising is not listed mark "Other" and specify the budget type.
2. Insert the program year and the delegate name at the top of the request.
3. Current Approved Budget: Enter the current approved budget amount. Make sure that the subtotal in each category and grant totals equal the current approved budget amount.
4. Request Changes +/-: Enter the request changes amount. The grand totals must equal ZERO if there is no increase/decrease to the contract amount. If there is, the grant totals must reflect accordingly.
5. Requested Revised Budget: "Requested Revised Budget" must equal "Current Approved Budget" plus "Requested Changes +/-". The grand totals must equal the budget amount if there is no increase/decrease to the contract amount. If there is, the grand totals must be equal to the amended contract amount.
6. Policy Committee Approval Date must be completed.
7. This form must be signed by Delegate Director and Policy Committee Chair.
8. Submit this form along with budget justification to Grantee for approval.