



JESSE WHITE • Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

**Illinois State Library Literacy Office
 ADULT LITERACY GRANT PROGRAM**

Budget Change Request

Project Number: _____

Budget Change Request is required if:

- A line item amount increases by more than 10 percent of the total budget, or
- You wish to move money into a line that previously had zero funding.

The Original SOS Budget (or most recently amended budget amount) and the New Amended Budget total must be the same.

BUDGET LINE ITEM	ORIGINAL SOS BUDGET	NEW AMENDED BUDGET	AMOUNT OF CHANGE + OR -	EXPLANATION BY LINE ITEM
Personnel				
Contractual				
Travel				
Materials & Supplies				
Other Costs				
Administrative & Facilities Costs				
TOTALS:				

 Person Preparing Report

 Telephone Number

 Title

 Email

Submit via email to literacy@ilsos.net before April 30.

This request for an amendment to the original contract has been tentatively approved. You will receive a formal contract amendment that you must sign and return 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.

ISL Staff Member initials and date: _____