

**GRANT ADJUSTMENT REQUEST FORM
 ACCESS TO JUSTICE GRANTS PROGRAM
 CIVIL LEGAL COUNSEL PROJECTS PROGRAM**

- Requests must be submitted within 15 days of the change or occurrence.
- Failure to submit the request within the 15-day period may result in suspension of the grant.
- Grant adjustment requests may be submitted up to 90 days prior to the end of the grant period (i.e., prior to September 30).
- Submit the completed and signed grant adjustment request form and all other required forms via DCBF's Grant Management System: <https://dcbfoundation.smartsimple.com>.

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|---|---|
| GRANTEE: | |
| GRANT IDENTIFICATION NUMBER: <i>e.g. 24-ATJ-2023-1111</i> | |
| PROJECT TITLE: | |
| CONTACT INFORMATION: <i>Include name, title, phone number, & email address.</i> | |
| NATURE OF ADJUSTMENT: <i>Click to selecting the corresponding checkbox(es).</i> | <input type="checkbox"/> Budget Reallocation. <i>Complete Section A and C and submit a Revised Project Budget form.</i> <input type="checkbox"/> Change in Project Staffing. <i>Complete Section B and C, and submit staff resumes.</i> <input type="checkbox"/> Extension. <i>Complete Section C.</i> <input type="checkbox"/> Performance Measures. <i>Complete Section C and submit a Revised Performance Measures form.</i> <input type="checkbox"/> Other. <i>Complete Section C and submit any necessary documents.</i> |

| SECTION A: BUDGET REALLOCATION SUMMARY | | | |
|---|------------------------|-------------------------|-------------------------------|
| Budget Category | Original Budget | Requested Budget | Change Requested (+/-) |
| <i>Personnel Costs</i> | | | |
| Attorney Salaries | | | |
| Paralegals Salaries | | | |
| Other Personnel Salaries | | | |
| Employee Benefits | | | |
| <i>Non-Personnel Costs</i> | | | |
| Consultants/Professional Services | | | |
| Travel | | | |
| Equipment | | | |
| Supplies | | | |
| Printing & Copying | | | |
| Telephone & Fax | | | |
| Postage & Delivery | | | |

