

RICHARD S. SHINEMAN FOUNDATION BUDGET TRANSFER/REALLOCATION APPROVAL FORM

For transferring or reallocating funds between awarded budget categories.

Instructions:

This form must be completed to move funds from one budget category to another of an awarded grant budget. The Foundation Director will determine if the changes are allowable per grantor policy, and the award terms and conditions.

A. GRANT INFORMATION	
Organization Name:	
Project Title:	

B. REQUEST DETAIL		
Is this funds transfer request related to a change in project objective or scope:		Yes No
Amount	Budget Categories	
\$	Move from:	Move to:
\$	Move from:	Move to:
\$	Move from:	Move to:
Total Amount of Transfer: \$		

C. JUSTIFICATION FOR REALLOCATING / TRANSFERRING FUNDS	
Signature:	Date:

D. APPROVALS	
Foundation Director Name:	Approved (check one): Yes No
	If no, explain:
	Signature: _____ Date: _____