APPENDIX C

MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR

REQUEST TO REVISE THE BUDGET

P.O. Box 749
Jefferson City, MO 65102
Telephone: 573-751-4905
FAX: 573-751-5399

Contractor Name	
Project Title	Contract Number

COST CATEGORY	CURRENT BUDGET		REQUESTED REVISED BUDGET		NET CHANGE (+ OR -)
PERSONNEL *(Plus Fringes and Overtime)*					
VOLUNTEER TIME					
TRAVEL					
EQUIPMENT					
SUPPLIES/OPERATIONS					
CONTRACTUAL					
RENOVATION/CONSTRUCTION					
TOTAL PROJECT COSTS		100%		100%	
TOTAL FEDERAL/STATE SHARE		%		%	
TOTAL LOCAL MATCH SHARE		%		%	

NARRATIVE JUSTIFICATION – Briefly explain the requested change. Explain why a reduction in some categories will not be detrimental to the project and an increase in others will further the objectives of the project. **Attach copies of each changed budget detail sheet**.

PREPARED BY

Signature	Date	Telephone Number:
		E-Mail Address:
		Fax Number:

APPROVED BY

Authorized Official	Date

INSTRUCTIONS FOR
REQUEST TO REVISE THE BUDGET

Contractors must make a written request for approval from the Missouri Department of Public Safety for program changes at least 30 days prior to the change and at least 60 days prior to the end of the contract period. Please see the appropriate grant program financial and administrative guidelines for contracts for further information regarding changes that require prior approval from the Department of Public Safety or contact your respective program specialist or representative.

Enter the **Contract Name** as it appears on the current Award of Contract document.

Enter the **Project Title** as it appears on the current Award of Contract document.

Enter the **Contract Number** as it appears on the current Award of Contract document.

Under the **Current Budget** column, include the current budget as approved by the Department of Public Safety. This budget will either be outlined on the Application for Funding form or on a Contract Adjustment Notice previously authorized by the Department of Public Safety.

Under the **Requested Revised Budget** column, include the new budget for which approval is being sought. Keep in mind that expenditures up to the date of the requested change in the budget must be included in this revised budget section. Make sure that the totals reflect the appropriate local match share if required.

*Under the **Net Change (+ OR -)** column, enter the difference between the current budget and the requested revised budget. For example, if the current personnel budget is $20,000 and the requested revised budget is $25,000, enter +$5,000 in the Net Change column.

Attach new budget pages for any budget category for which a revision is requested. The new budget page must include expenditures up to the date of the requested change in the budget along with the requested revisions.

In the Narrative Justification section, provide a brief explanation regarding the requested change. Include the rationale for making this request. Be sure to explain why a reduction in some categories will not be detrimental to the project and an increase in others will further the objectives of the project. Be as specific as possible.

Obtain proper signatures and include the telephone number, e-mail address, and fax number for the person preparing this request.

Please contact your respective program specialist or representative if you have any questions regarding this budget revision process.