



## Umoja Program Funds Grant Amendment Request Form

### Grantee Information

Name of Institution: \_\_\_\_\_

Institution Address: \_\_\_\_\_  
Street/PO Box. City and State Zip

Project Contact: \_\_\_\_\_  
Name Email Phone

Requestor of Amendment: \_\_\_\_\_  
Program Coordinator Name Program Coordinator Signature

### Grant Information

Project or Program Name: \_\_\_\_\_ Date Grant(s) was Awarded: \_\_\_\_\_

Grant Performance Period: \_\_\_\_\_ Grant Award(s) Amount: \_\_\_\_\_

### Amendment Information

Describe the grant amendment you are requesting, including specific budget projections (attach workplan and budget detail): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please explain why the grant amendment is necessary (provide supporting documentation):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### Grant Amendment Request Submission

A Grant Amendment Request Form is required for all grant amendment request and request must be submitted to the Umoja Central Office for review and approval. All amendment request must be sent electronically to the Central Office Operations Director via designated Regional Coordinator. Incomplete forms will not be reviewed/considered. Please allow up to 2 weeks from date of submission for complete review and decision from the Central Office.

*Submission of a Grant Amendment Request Form is not an implied guarantee of any kind.*

### RFA: Umoja Program Funds Reporting

Should Umoja approve a grant amendment request, the grantee is still expected and required to abide by the original grant-reporting protocol and schedule. Umoja reserves the right to revoke a grant award and/or deny future request for funding or grant amendment request if Umoja does not receive reporting.

### TO BE COMPLETED BY UMOJA OFFICE

Amendment Approved:  Yes  No

Approved By: \_\_\_\_\_  
Name Title Signature Date

Comments/Notes: