

ITC GRANT SCOPE OF WORK/BUDGET CHANGE REQUEST FORM

Changes **less than 10%** of the grant award total will be reviewed for approval by the regional ITC Council Member and the ITC Grant Administrator.  
Changes **10% and above** of the grant award total must be reviewed and approved by the entire ITC Council.

Date:		Prepared By:	
ITC Grant #:		Organization Name:	

In the area below, briefly describe the situation necessitating the requested change(s) and the anticipated outcome(s).

Using the boxes below, indicate your requested budget allocation (increase/decrease) changes. Refer to your application budget for details.				
Budget Category	Budget Sub-Category	Budget Detail Description	Action (+/-)	Amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

This area is for Department of Commerce internal use.

ITC Council Regional Representative Approval: