



**JESSE WHITE • Secretary of State & State Librarian**  
 Illinois State Library, Gwendolyn Brooks Building  
 300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

**Illinois State Library  
 BUDGET AMENDMENT REQUEST**

It is a grantee’s responsibility to monitor activities and expenditures to ensure compliance with the approved budget for each grant. A grantee may be required to request a budget amendment if the over-expenditures<sup>1</sup> across all budget lines are anticipated to total more than 10% of the grant award. This is considered a significant variance from the approved budget. It is a grantee’s responsibility to request a budget amendment and to align the budget with anticipated actual costs before a significant variance occurs.

The Budget Amendment Request may be submitted any time during the grant period, but no later than 60 days prior to the end of the grant period.

Grantee Agency/Library: \_\_\_\_\_

Project Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Grantee Staff Member Preparing Report: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

	Approved Grant Budget	Amount of Change + Or -	Amended Grant Budget	Reason for the Change
Salaries, Wages, Benefits				
Consultant Fees				
Travel				
Materials, Supplies				
Equipment				
Services				
Administrative/Facilities Costs (no more than 10% of direct costs)				
<b>TOTAL</b>				

The total of the *Approved Grant Budget* column and the total of the *Amended Grant Budget* column must be equal unless prior approval from the Illinois State Library has been obtained to adjust the amount of the grant award.

**Submit by email or fax:** Email the amendment request as an attachment to: [isl\\_grants@ilsos.gov](mailto:isl_grants@ilsos.gov) or fax to 217-782-1877.

Your agency will receive a formal contract amendment that must be signed by an authorized person and returned to the Illinois State Library. Final approval of the above changes will only occur when the signed contract amendment is fully executed by all parties.

**For questions**, contact the Library Development Group at 1-800-665-5576, ext. 2, or [isl\\_grants@ilsos.gov](mailto:isl_grants@ilsos.gov).

<sup>1</sup> The amount spent within a budget line is more than the approved budget amount for that category.

Approved by ISL Staff. Signature and Date: \_\_\_\_\_