

**MHEC College Preparation Intervention Program Grant Program
Project Amendment Request**

Grant recipients must obtain prior written approval to make any significant change to the approved project. An explanation of the change(s) and a revised budget must be provided. Please be specific when explaining all requested changes.

Requests to extend the approved project period must be made **no less than one month** prior to the originally established expiration date. Section C of this form must also be completed for requests to extend the project period.

For further details about requesting project amendments, see page 21 of the RFA.

Institution:	
Project Title:	
Grant Number:	Project Director:

Section A. Amendment Request Type

- | | |
|--|---|
| <input type="checkbox"/> Project Extension | <input type="checkbox"/> Programmatic Changes |
| <input type="checkbox"/> Reallocate Funds | <input type="checkbox"/> Other |

Section B. Amendment Request Explanation

Description:

Reason:

Expected Results:

Section C. Project Extension: Additional Requirements

For one time, no cost extensions, the following additional information must be included:

- Revised timeline of participant activities
- The role of key staff during the extension
- Estimated number of active participants during the extension period