

A CHANGE REQUEST FORM MUST BE FILED

- If your organization does not believe it can present the program as stated in the narrative of the grant proposal **you MUST file a CHANGE REQUEST FORM.**
- **CHANGE REQUEST FORM must be filed BEFORE changes are made.**
- You do not need to file a Change of Request for date or time changes; those can just be called or emailed to me.

If you have any questions, please call 798-1144, ext. 4 or email anne@larac.org.

ARTS INITIATIVE REQUEST CHANGE FORM for 2010

Name of Organization _____

Name of Person _____

Position in the Organization _____

Phone where person above can be reached _____

Email to be reached _____

Project _____

Date _____

Signature _____

PROVIDE THE FOLLOWING INFORMATION ON A SEPARATE SHEET

1. Reason for the change request
2. Provide a description of all changes you wish approved.
3. Complete a new budget sheet with changes.

For OFFICE USE ONLY

Changes Approved Not approved Date: _____