**Golden LEAF Foundation Food Distribution Assistance Program**Project Modification Request Form

 **Organization Name:**       **Date Submitted:**
**File Number:**

This form is required to request a modification of the approved use of funds for an awarded project in the Golden LEAF Food Distribution Assistance Program. Modifications of this kind require review and approval by the Golden LEAF Foundation Board of Directors. **Please contact your assigned Golden LEAF staff person to discuss your requested modification prior to submitting this form.** This form is not required to shift funds within existing line items of a project budget or for extensions of grant terms. **Purpose of the Grant**Copy and paste the current approved purpose of the grant from your Grantee Acknowledgement and Agreement.

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 **Requested Modification**Provide a brief statement of the request. Include which use of funds would be reduced or eliminated to accommodate the requested change and the amount of Golden LEAF funding to be modified. For example, requesting to purchase a van instead of a box truck in the amount of $50,000.

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 **Justification**Describe the reason for the requested modification.

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**Impact of Requested Modification on Outcomes**Describe how the requested modification will impact the project’s outcomes, including if the modification will result in an expansion, enhancement, or reduction of the project’s outcomes.

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**Signature, Title               Date**