

California State Library
Library Services and Technology Act (LSTA)

Grant Award Modification (LSTA Form 4)
Instructions

1. This form is used for:
 - All budget modifications.
 - Requests for additional funds.
 - Requests for reductions in funding.

2. All budget modifications must be discussed in advance with the assigned grant monitor and a Grant Award Modification (LSTA Form 4) must be submitted for approval.

3. All budget modifications must be submitted for approval 30 days prior to the project end date.

4. Any adjustments in approved budgets must be documented and documentation retained in project files. Adjustments must be reported on the financial report.

5. Carryover of project end unobligated LSTA balance is not permitted. All LSTA funds must be expended or obligated by the project end date.

6. Completing the form:
 - Section 1: Complete this section using information on page two of the original grant award letter.
 - Section 2: Enter the type of modification.
 - Section 3: Enter current budget and proposed adjustment. The revised budget amount should automatically calculate.
 - Section 4: Include a justification for the requested modification.
 - Section 5: Obtain signatures from the Project Director and Project Financial Officer.

7. Submit form with original signatures to the grant monitor assigned to your project.