This is an example form. The text in blue is what sub-recipients will enter.

Legal Applicant Name: Test Legal Applicant
Program Name: Test AmeriCorps
Staff Person Proposing the Changes: Billy Test
Date: 01/09/2018

Reason for Reallocation:
We have excess funds in Member Travel due to member carpooling.

Proposed Changes: CNCS Share

Describe Proposed Reallocation
CNCS Share:
Decrease Member Travel: $1,000
Increase Supplies: $1,000 (2 new laptops @ $500 each)

Grantee Share:
n/a

Provide Explanation and Justification for the Proposed Reallocation
We would like to replace 2 more laptops than originally budgeted due to age and compatibility with current software.

Clarifications:

To be completed by OneStar Staff:

___ OneStar approves this Budget Reallocation
___ OneStar denies this Budget Reallocation

_____________________________________
Grants Officer Signature

___________________
Date

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