

NEIGHBORHOOD TOURIST DEVELOPMENT FUND

City of Kansas City, Missouri, Office of Culture and Creative Services

Activity Budget Modification Form

If your agency received an award less than what was requested in the application, this Budget Modification Form is required prior to execution of a contract. Please list the budget line item category and the revised budget amount below.

IMPORTANT NOTE: You may only use Budget Line Item categories that were approved as submitted in the application; however, you are not required to use every category as proposed in the application. Please list all budget line items that you will be requesting reimbursement, even if there is no change in the dollar amount. In other words, the requested reimbursement amount should total the full award amount as approved by City Council.

Agency		City Staff
Budget Line Item Category	Reimbursement Amount Requested	Reimbursement Amount Approved

This modification form must be completed, signed by an authorized agency officer, and submitted as part of contract documentation.

Activity Budget Modification Statement

We _____ do hereby request a

Agency Name

modification to the activity budget to align with the approved award amount as shown in the budget line item categories and corresponding dollar amounts indicated above.

Requested by _____ Date _____

Authorized Agency Officer

Approved by _____ Date _____

Contract Administration Manager, Office of Culture and Creative Services