

Form C - KCCEF Completion Delay or Change Request

Must be returned by last business day in October of grant award year if project is not finished, or before any changes are initiated.

Mail form to: KCCEF, PO Box 11, Sigourney, IA 52591

Organization: _____ Contact: _____

Project: _____ Phone: _____

What type of request are you filing: Completion Delay (Complete Section A & C) Project Change (Complete Section B & C)

Section A

Please explain the circumstances surrounding the delay of your project's completion:

Percent of project finished to date: _____ Expected Completion Date: _____

Do you foresee any possibility that the project may not be completed at this future date? _____

Section B

Project changes are only allowed for unanticipated problems that develop after the award as been made. Please explain those unforeseen conditions, in detail, attaching photos if necessary:

What changes are necessary to enable the organization to meet the project goals: _____

Percent of project finished to date: _____ Expected Completion Date: _____

Do these changes require more funds than was originally estimated? _____

If so, what is the source of the additional funding? _____

Section C

I understand that if the project is not completed, all funds received from KCCEF must be returned, that upon completion of the project, the evaluation form (Form E) must be submitted to KCCEF, that no changes must be initiated until approval is granted by KCCEF as demonstrated by signature below, and that any further complications must be reported in writing to KCCEF using another copy of this form.

Signature of Project Director

Date

Approval is granted for the changes and / or delay requested above.

Signature of KCCEF Representative

Date

For Office Use Only

Date Action Taken _____

Approval Letter Sent

Changes Denied &

Fund Return Request Sent