

# BUCKS COUNTY

## TOURISM GRANT PROGRAM

### Grant Change or Extension Request Form

Please use this form for the following purposes:

- If your organization is requesting a change to the scope of work or allocation of budgeted expenses for a previously awarded grant.
- If your organization is unable to complete your project within one year following a grant award.

**Name of Organization:**

**Program Director:**

**Email:**

**Phone:**

**Grant Project:**

**Amount Awarded:**

**Program Director Signature:**

**Date:**

**Please select one of the following:**

- Request for Project Change
- Request for Extension

**Reason for project change or extension:**

**Project Change**

**Description of proposed project change:**

**Description of budget (attach original and amended budget if needed):**

**Benefit to tourism:**

**Project Extension**

**Description of the anticipated time needed to complete project:**

All requests will be submitted to the Grant Committee. The Grant Committee may request additional supporting documentation or budget information in evaluating this request. If a request for an extension or change is not approved by the Grant Committee, return of all or part granted funds may be required.

**Send completed forms and questions to:**  
Kelley Keeling, Senior Research & Destination Development Manager  
[KelleyK@VisitBucksCounty.com](mailto:KelleyK@VisitBucksCounty.com) - 215.639.0300 x240

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**For Internal Use Only:**

Admin/Date:  
Approved By:

Initials:  
Date: