

## 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 Industry Relations & Analytics Manager

[KelleyK@VisitBucksCounty.com](mailto:KelleyK@VisitBucksCounty.com) - 215.639.0300 x240

---

**For Internal Use Only:**

Admin/Date:

Initials:

Approved By:

Date: