

Date

Rhonda Fowler
Snowmobile Program
502 E 9th Street
Des Moines, Iowa 50319

Dear Rhonda,

The [club name] is requesting an amendment to Grant Agreement #[enter number] in the amount of \$____.____. This funding is needed for [enter reason and explain why it is needed→ additional fuel for grooming, minor repair on the groomer, replace a bridge, etc.]. [Include any other information which the review and selection committee may need to evaluate your request.]

Sincerely,

Primary Grant Contact Name
Contact Information

REMEMBER: MAJOR REPAIRS TO THE GROOMER WILL BE A DIRECT-PAY ITEM FOR THE PROGRAM. THIS WILL NOT REQUIRE AN AMENDMENT REQUEST. CONTACT DAVID DOWNING TO ARRANGE FOR THE REPAIRS TO BE DONE.

MID-GRANT CYCLE AMENDMENT REQUESTS USUALLY WILL NOT REQUIRE A PREPAYMENT. HOWEVER, IF YOU WILL NEED ONE, THIS IS A SEPARATE REQUEST WHICH GETS SUBMITTED AFTER THE REVIEW AND SELECTION COMMITTEE AND DIRECTOR'S OFFICE HAVE APPROVED YOUR REQUEST.