



Sample Budget Revision Cover Letter

The text below is provided as an example request that a USDA Farm to School grantee may submit to their Grant Officer and Regional Specialist to request approval for a grant amendment. Note that the request must also include all supporting documentation as required in the terms and conditions of the grant agreement. Information in brackets should be replaced with the grantee's information.

To: Anna Arrowsmith
From: [Grantee Name]
CC: [Regional Specialist]
Date: [Date of Request]
Subject: Farm to School Budget Revision: [Grant Year] [Grant Type] [Grantee Name]

I am writing to request that funds be shifted from one area of my USDA Farm to School grant into another area. We received a 25 percent match from the Generous Foundation in the amount of \$15,000. We initially thought we would use those entire funds on consultant work to assist us in the setup of our farm to school program. As we approached different groups, we realized that almost all our assistance was provided to us free of charge. As a result, we only ended up spending ~ \$2,500 on consulting fees, leaving us with an additional \$12,500.

We are requesting to move the \$12,500 to the equipment category. Originally, we thought we would need a steamer, two mixers, and a Robo Coupe. We have discovered that we do not need those items and instead request two hot holding cabinets (\$9,000) and one cold holding cabinet (\$3,500) to properly hold locally grown foods for service. We also need a mixer, but the size and model will cost \$11,500. Together, those two items will cost us \$24,000 – the amount we have left over from unused consulting fees plus the original budgeted amount for equipment.

Thank you for your attention to this matter.

[Grantee Representative's Signature]