

APPENDIX F

Sample Budget Adjustment

Victim Center, Inc.
Post Office Box 1000
Anywhere, West Virginia 25301

{Justice Programs Specialist}
West Virginia Division of Justice and Community Services
1204 Kanawha Boulevard East
Charleston, West Virginia 25301

Dear {Justice Programs Specialist}:

Re: Grant Number (10-VA-000)

This letter is to request an adjustment of our VOCA grant budget. There is \$500 budgeted for the printing of victim safety plans under the "Other" category; however, the printers have agreed to print all the brochures for half that price. Therefore, I would like to request the remaining \$250 be transferred to the "Travel/Training" category so our client advocate can attend a training on safety planning in Charleston, WV on March 20, 2011.

Please adjust our VOCA grant budget as follows:

<u>Category</u>	<u>Approved Budget</u>	<u>Adjustment</u>	<u>Adjusted Budget</u>
Personnel/Contractual	\$13,000	-0-	\$13,000
Travel/Training	\$0	+250	\$250
Other	\$3,000	-250	2,750
Total	\$16,000	-0-	\$16,000

Thank you for your consideration of this request. Please let me know if you have any questions or concerns regarding this request.

Sincerely,

{Project Director}