

## Section III: Amendments

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### 1. Informal Amendment

Informal Amendments are project revisions which do not alter the contract. They are used to shift funds from one project to another. Informal amendments **may not:**

- Substantially alter the Scope of Services (add a new Project)
- Add to the total amount of the existing contract.

Submit Informal Amendments, using the Informal Amendment Form, in advance to [NSP@investinneighborhoods.com](mailto:NSP@investinneighborhoods.com)

Council Name: \_\_\_\_\_

## 2. Informal Amendment Request Form

Community Councils must submit this form to request changes to originally approved projects. Once approved, funds must be spent by the scheduled date for all NSP expenditures.

APPROVED NSP PROJECTS*	ORIGINAL BUDGET	REQUESTED CHANGE	AMENDED BUDGET
Purchase of equipment for Hybrid Meeting	\$500	\$	\$
Support for Memorial Day Picnic	\$1,600	\$	\$
CarPool Cinema	\$1,200	\$	\$
Outdoor Sculpture Exhibition	\$1,800	\$	\$
Special Community Events at CRC	\$1,600	\$	\$
Chronicle Support	\$1,800	\$	\$
Door for community storage	\$1,372	\$	\$
<b>TOTAL</b>	<b>\$9,872</b>	<b>\$</b>	<b>\$</b>

\* List all approved projects, included those whose budgets are not changing

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

**Briefly describe your Council approval process for this change (documentation may be requested)**

**IIN USE ONLY BELOW THIS LINE**

Approved by: \_\_\_\_\_

Amend# \_\_\_\_\_