

COMMUNITY PROJECT

REQUEST FOR PROPOSAL CHANGE

|  |  |
| --- | --- |
| Date Submitted: |  |
| Organization Name:  |  |
| Primary Contact: |  |
| Address: |  |
| Phone Number: |  |
| Email Address: |  |

Please check type of change(s) requested:

\_\_\_\_\_\_\_\_  **Budget Change** *(Please attach a JLA budget change request form that includes a line-item budget worksheet and a budget narrative. Submit to JLA Community Treasurer at* *communitytreasurer@jlaustin.org**.)*

\_\_\_\_\_\_\_\_ **Personnel Change** *(Please attach explanation and updated contact info. Submit to JLA Community Vice President at* *communityvp@jlaustin.org**.)*

\_\_\_\_\_\_\_\_  **Programmatic Change** *(Please attach a description of the programmatic change, impact on JLA project and plans for volunteer adjustment and changes. Submit to JLA Community Vice President at* *communityvp@jlaustin.org**.)*

P**lease complete this form, along with supplemental documentation, to the appropriate JLA contact.**