



JESSE WHITE • Secretary of State & State Librarian
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Illinois State Library Literacy Office
ADULT LITERACY GRANT PROGRAM
CONTRACT EXTENSION REQUEST

Project Number: _____ Agency Name: _____

1. Before completing this written contract extension request, contact the Literacy Office to discuss whether the proposed change is appropriate. Approval is not automatic.
2. To allow grant recipients to complete the grant project activities proposed in the original application and to fully expend all grant funds, a grant recipient agency may apply for an extension of the grant period beyond the ending date of June 30. If granted, the extension will not exceed 45 days (August 15). Any grant funds unexpended and unobligated at the end of the grant period must be returned to the Illinois State Library no later than 45 days after the end of the amended grant period (October 1).
3. All grant line items may be encumbered to be expended during the extension period of July 1 to August 15.
4. If a contract extension is approved, the grant funds spent between July 1 and August 15 will be reported on the quarterly Financial Report in the column Contract Extension Period. This report is due no later than August 15.

ON OR BEFORE APRIL 30, return the completed form to literacy@ilsos.gov. **No contract extensions will be granted after April 30.**

If approved, this contract extension will simply amend the ending date of the original contract. It will not provide any increase in funding for the project.

If a contract extension is approved, an Amendment to Contract will be mailed to your agency for signature. Final approval of the contract extension will only occur when the signed Amendment to Contract is fully executed by all parties.

Person Preparing Report (please type) _____ Telephone Number _____

Title _____ Email _____

Signature _____ Date _____