

CITY OF SAN JOSE
BeautifySJ Grant Program Cycle 8

Memorandum of Understanding (MOU) Change Request Form

Please complete all pages of this form and return it by email to:
Juan Estrada, executivedirector@unsccl.org

Deadline for Change Requests that add/remove activities:	February 28, 2027
Deadline for Change Requests that adjust budget between existing approved activities:	April 30, 2027

Note: Change requests that include improvements to public property must include either a letter or email from the public agency that controls the property approving the project. All change requests for new activities must be approved before the activity occurs.

Grantee Group/Association Name:

Name of Person Completing this Form:

Contact Phone Number or Email:

Identify the type of modification requested by marking the box below:

- ☐ Activity Change/New Activity (Complete Sections 1 & 2)
- ☐ Budget Change (Complete Section 2 only)

Section 1. Activity Change/New Activity

Describe the proposed change to your activities and provide the reason for the change (include the proposed budget). This section does not apply if you are only shifting funds between existing activities.

Section 2. Budget Modifications

Describe the proposed change in your budget from the budget outlined in your MOU. You may use a narrative and/or the table provided below.

Original Budget		Proposed Revision	
Item/Activity	Amount (\$)	Item/Activity	Amount (\$)

What is the reason for budget change?

Will your proposed budget modification(s) affect your group's ability to meet its goals as outlined in your MOU? Will the proposed budget modification prevent an approved activity from being completed? If yes, please provide an explanation.

Authorized Grantee Signatory:

Print Name/Title:

Date

City of San José Approval:

BeautifySJ Analyst
Parks, Recreation & Neighborhood Services
City of San José

Date