



Instructions for Submitting a Funding Amendment:

Organizations should complete this form when requesting to:

- a) reallocate funds for a NEW project or operational expense; and/or
- b) reallocate funds to previously approved project that was approved in a different year from the year that the surplus funds exist (i.e., reallocate surplus funds from 2010 to an approved 2009 project)

Organizations are advised to wait for the decision of the Rural Budgets Administration Committee (RBAC) before making any purchases towards your new proposed project or operational expense. Staff will inform your organization as soon as possible of RBAC's decision.

EXAMPLE:

PROJECT TO PROVIDE FUNDS	
Year Funds Granted: 2010	Have you completed this project? <i>Yes</i>
Current Project Description: <i>(project for which funds were originally applied for)</i> <i>In 2010 we applied for funding for hall maintenance and to update our heating and water system. We have completed this project and have \$2,000 remaining.</i>	
Amount Granted: \$15,000	Amount to Reallocate: \$2,000
PROJECT TO RECEIVE REALLOCATED FUNDS	
TOTAL Cost of New Project: \$2,500	
Proposed New Project/Operational Expense: <i>(reason for request and proposed changes to original project, cost of new project)</i> <i>In 2009 we applied for funding to paint our hall, replace the flooring and purchase new tables and chairs. With the funds received in 2009 we were able to replace the flooring and purchase tables and chairs, however, we did not have enough funds to do the painting. We would like to use the remaining funds from 2010 to paint the hall. The quote that we received from Home Hardware was for \$2,500 for all paint and supplies. The remaining \$500 will come from our general revenue.</i>	

Questions? Contact the Community Services Department at 250 784-3200

Please send your completed form and any additional information to:

Peace River Regional District
 Box 810, 1981 Alaska Avenue,
 Dawson Creek, BC V1G 4H8
 fax 250 784-3201
 email prrd.dc@prrd.bc.ca



APPLICANT INFORMATION

Name of Organization:	Date:
Contact:	Phone:
Mailing Address:	
Email:	Fax:

PROJECT TO PROVIDE FUNDS

Year Funds Granted:	Have you completed this project?
Current Project Description: <i>(project for which funds were originally applied for)</i>	
Amount Granted:	Amount to Reallocate:

PROJECT TO RECEIVE REALLOCATED FUNDS

TOTAL Cost of New Project:
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i>

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Funds Remaining: <i>(showing last 3 years)</i>	Current Project Name:	Amount Available =
	____ Project Name:	Amount Available =
	____ Project Name:	Amount Available =
Total Unused Funds =		

Notes: