Budget Reallocations

Please submit fund “reallocation” requests for the proposed changes. Include the amount(s) and year(s) for which you wish to make a reallocation and include a brief justification. Be certain to include the following in your justification:

The line item category and amount that will be reduced or increased because of the change, e.g.:

- "The 'Equipment' category will be increased in Year 1 by $1,500 and reduced in Year 2 by the same amount."

- If a new line item category is being added, state exactly from which categories the reallocated funds derive. Consult the allowable budget items chart prior to requesting changes (link).

- Subtotal all changed or newly-added categories with the new grand total for all affected years. Check the figures to be sure the total matches the exact amount of funds remaining.

- The grantee institution can request that funds budgeted for a single year be reallocated over the entire grant period--whether it is one, two or three years--if desired. The term should be clearly communicated in the request letter to the Foundation.

JSMF will send the approval notification via email.

All budget reallocation requests must be mailed to the JSMF Grant Administration account (grant-admin@jsmf.org)