REQUEST TO CHANGE BUDGET

When is a formal request required?

If the cumulative amount of the budget modification exceeds 10 percent (10%) of the total project budget as last approved by ISDA.

What should the request include?

A complete request includes the following four items:
1) The project title
2) A description of the change with specific dollar amounts, including a revised budget
3) Reason for the change
4) Authorized signature of project coordinator or grantee

Where do I send the request?

E-mail to the Specialty Crop Block Grant Program Administrator:
Nichole Britt
SCBG@isda.idaho.gov
(208) 332-8537

When is the budget change final?
The budget must be approved in writing by the ISDA Specialty Crop Grant Administrator. Depending on the nature and size of the change, the request may also be routed through fiscal, legal, admin, and/or USDA before becoming final. This process may take as long as two weeks, and the change is not final until confirmed in writing by the ISDA Specialty Crop Grant Administrator