Application#: Applicant/Event:

Instructions: If you need to make changes to your grant marketing or production plan, please submit this form to Staci Martin, Grants Director at smartin@virginia.org for approval. You may not be reimbursed for new items if you do not get prior approval.

Please note that your award was based on the marketing and production plan you submitted and substantial revisions may not be approved. Reimbursement requests must match up closely with marketing and production plans submitted with the original application or on this form.

* For items you are adding to your marketing or production plans, list them below.
* For items you are replacing in your marketing or production plan, list the new items below and explain which items you are replacing and the reason why in the reasons section.
* For items you are deleting from your marketing or production plan and not replacing with a new item, please list them in the reasons section and explain why.

**Check One of the Circles Below:**

Reimbursable Marketing Plan Revision

In-kind/Cash Match Marketing Plan Revision

Reimbursable Production Plan Revision

In-kind/Cash Match Production Plan Revision

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Match Type (Paid, Owned, Earned)** | **Media Name and Description** | **Target Market and Target Demographics** | **Publish, Placement or Count Date** | **Budget Amount** |
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**Total Budget Amount:**

**Reason for Revisions:**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_**