



**New Jersey State Council on the Arts
Extension Request Form**

Document Extension: Grantees are encouraged to submit required documents by the established deadlines. If you need to request an extension for a document, you must complete this form and submit before the deadline. Contracts and final reports are reviewed in the order received, and all payments are dependent upon review and approval of these documents. Therefore, an extension may delay receipt of payment.

Grant Period Extension: Funds awarded from a Council grant must be spent or encumbered (obligated in a contract, purchase order, or other formal commitment) by the end of the grant period. If you will not be able to spend/encumber all the grant funds or complete the funded activities within the grant period, you must complete this form and submit before the end of the grant period.

Grantee name:

Grantee email:

Grant document number (found in SAGE): #

Type of grant (found in SAGE):

Requesting extension for the following:

Contract

Grant Period

Final Report

Other:

Audit/Form 990

Original deadline:

Requested deadline:

Reason an extension is needed:

All requests are subject to review and approval.

Email this completed form to your [Program Officer](#).

For use by New Jersey State Council on the Arts

The above extension request has been approved. *(Program Officers sign and date below.)*