

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

Use this form to request an extension of the end of your current grant period as set in your grant agreement. Funds 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 or encumber all of the grant funds awarded (the entire grant, not just the portion received to date) or complete the majority of the funded activities within the grant period, the grantee should request a grant period extension to the date when all funds will be spent/encumbered and activities completed. An extension must be requested before the grant period ends.

Clearly complete the information below, and email the form to your program officer:

**Tammy R. Herman**, Director of Programs & Services  
(All Grants & Cultural Trust)  
[tammy.herman@sos.nj.gov](mailto:tammy.herman@sos.nj.gov)

**Lindsay Dandeo**, Grants Manager (Interim)  
(Dance, Media Arts, Multidisciplinary, Music)  
[lindsay.dandeo@sos.nj.gov](mailto:lindsay.dandeo@sos.nj.gov)

**Danielle Bursk**, Director of Artist Services  
(Crafts, Visual Arts)  
[danielle.bursk@sos.nj.gov](mailto:danielle.bursk@sos.nj.gov)

**Mary Eileen Fouratt**, Program Officer  
(Local Arts Program, Theatre)  
[maryeileen.fouratt@sos.nj.gov](mailto:maryeileen.fouratt@sos.nj.gov)

**Porche Hardy**, Program Officer  
(Arts Ed. Special Initiatives, Arts Basic to Ed., Presenter)  
[porche.hardy@sos.nj.gov](mailto:porche.hardy@sos.nj.gov)

**Kim Nguyen**, Program Officer  
(Folk Arts, Folk Arts Apprenticeships, Literature,  
Opera/Musical Theatre)  
[kim.nguyen@sos.nj.gov](mailto:kim.nguyen@sos.nj.gov)

Grantee name: \_\_\_\_\_

Grantee email: \_\_\_\_\_

Grant number (found on grant agreement): # \_\_\_\_\_

Type of grant (check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Arts Education Special Initiative | <input type="checkbox"/> General Operating Support |
| <input type="checkbox"/> Arts Project Support              | <input type="checkbox"/> General Program Support   |
| <input type="checkbox"/> Cosponsored Program Support       | <input type="checkbox"/> Local Arts Program        |
| <input type="checkbox"/> Folk Arts Apprenticeship          |  |

Current grant period ending date (mm/dd/yy): \_\_\_\_\_

New grant period ending date requested (mm/dd/yy): \_\_\_\_\_

Reason an extension is needed: \_\_\_\_\_

\_\_\_\_\_

*All requests are subject to review and approval.*

\_\_\_\_\_  
Name/Title Applicant/Grantee Signature

\_\_\_\_\_  
Date

For use by the New Jersey State Council on the Arts:

The above extension has been approved.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date