

CED Focus on Social Enterprise (CED-SE) & Rural Community Development (RCD) Carryover Request Template

This document provides a template for completing a cover letter for a carryover for grantees of the Community Economic Development Social Enterprise (CED-SE) and Rural Community Development (RCD) programs. Grantees requesting carryover should refer to and complete this cover letter and budget/budget narrative template to ensure all the required elements needed for a carryover are included in the submitted request.

Note: This template provides the basic information required in a carryover request. Grantees should include additional information as it applies to their request for a carryover and additional items discussed with Program Specialists.

Once all needed items are gathered, grantees will prepare and submit a formal request for carryover through the “Manage Amendment” section in GrantSolutions.

**Carryover Request – Cover Letter Template (Must be
on organization’s letterhead)**

Re: Carryover Request for CED-SE Grant:

Dear _____ :

Our organization would like to formally request a carryover for the CED grant, _____, awarded to _____ in _____, with a budget period _____ through _____. Our organization is requesting this carryover _____ in unobligated funds to the next budget period, _____ through _____.

The requested carryover amount is _____. The following unexpended federal funds and non-federal matching funds that were not committed in the budget year:

- Federal funds:
- Non-Federal matching funds¹:

These funds will be used to complete approved activities and/or objectives that were not completed by midnight on the last day of the budget period, as allocated in the final budget of record.

Our organization requires this carryover as a result of _____

This letter is being submitted with forms SF-424, SF-424A, project budget and budget narrative, and a copy of the final SF-425.

Should you have any questions, please do not hesitate to contact:

Sincerely,

CC:

¹ There are no non-federal match requirements for either CED-SE nor RCD grant projects. If your project does not include non-federal matching funds, report \$0 here.

**Carryover Request – Budget and Budget Narrative
(Must be on organization’s letterhead)**

Budget Carryover Request

Grant no.

requests permission to carryover unspent funds from the budget year _____ through
of grant number _____ in the amount of _____ .

The following budget reflects our plans to achieve the original goals of the project within the next budget period.

Carryover Budget

Category	Amount to Carryover	Explanation of Unobligated Balance [Detail why funds were not spent]
Personnel	\$	
Fringe	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Contractual	\$	
Other	\$	
Total	\$	