

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

Applicants and grantees are encouraged to submit documents by the established deadlines. However, should you need to request an extension to a deadline, please use this form. Extensions for applications may be difficult to approve as the timing for distribution of applications to panels for review may not permit additional time. Contracts, Interim and Final Reports are reviewed in the order received, and all payments are dependent upon receipt and review of these documents, therefore an extension can delay the receipt of payment.

Grantee/Applicant name: _____

Grantee/Applicant email: _____

Grant number (for audits, contracts and reports – found in SAGE): # _____

Type of grant/application (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"/> Folk Arts Apprenticeship | <input type="checkbox"/> Local Arts Program |
| <input type="checkbox"/> Co-Sponsored Project Support | |

Requesting extension to the filing date for the following document:

- | | |
|---|---|
| <input type="checkbox"/> Application | <input type="checkbox"/> Final Report |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Audit/Financial Statements |
| <input type="checkbox"/> Interim Report | <input type="checkbox"/> Other: _____ |

Original deadline (mm/dd/yy): _____

Date you wish to extend the deadline to (mm/dd/yy): _____

Reason an extension is needed: _____

All requests are subject to review and approval.

Name/Title	Applicant/Grantee Signature	Date
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Email the completed form to your program officer:

Tammy R. Herman, Director of Programs & Services
(Literature, Media Arts)
tammy.herman@sos.nj.gov

Kim Nguyen, Program Officer, Folk Arts
(Crafts, Dance, Folk Arts, Folk Arts Apprenticeships)
kim.nguyen@sos.nj.gov

Danielle Bursk, Director of Arts Education
(Arts Basic to Education, Arts in Education, Visual Arts)
danielle.bursk@sos.nj.gov

Paula Stephens, Program Officer, Arts in Communities
(Local Arts Program, Music, Opera/Musical Theatre)
paula.stephens@sos.nj.gov

Mary Eileen Fouratt, Program Officer
(Multidisciplinary, Presenters, Theatre)
MaryEileen.Fouratt@sos.nj.gov

For use by New Jersey State Council on the Arts:

The above extension has been approved.

_____ Signature

_____ Date