

**BUDGET REALLOCATION REQUEST FORM**  
**Education and Training**  
**Bright Futures Fund**

This form is intended to account for the reallocation of funds from one budget line to another. Funding reallocations within budget lines do not require the completion and approval of this form. For example, to move funds within Administrative/Operating Costs, a program must only submit revised Consolidated and Funder-Specific Budgets for accountability purposes.

A request to reallocate funding between budget lines (for example, between Salaries/Wages and Administrative/Operating Costs) requires approval of this form by a delegated authority in Healthy Child Manitoba. Consideration of this request also requires the submission of revised Consolidated and Funder-Specific Budgets.

Please return this form and supporting documents to: Bright Futures Analyst, HCMO, 3<sup>rd</sup> Floor, 332 Bannatyne Avenue, Winnipeg, MB R3A 0E2.

- 1. Please state the rationale for requesting a reallocation of funds. Include the amount of funds to be reallocated and where it will be removed from within the current budget (maximum 1500 characters).**
  
- 2. Please identify the risks associated with removing funding from the proposed budget line. Please describe how the program intends to mitigate those risks (maximum 1500 characters).**
  
- 3. Has your Board of Directors or Steering Committee approved this request?**  
Yes       No

**If no, has authority officially been delegated to the signatory of this request?**

Yes       No

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Print Name

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Signature

Date: \_\_\_\_\_

**For HCMO Staff Use Only**

Approved

Denied

Rationale:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_