



**NEIGHBORHOOD ASSISTANCE PROGRAM
PROJECT EXTENSION REQUEST**

To request a project extension, provide responses to the questions below and mail to: NAP, PO Box 118, Jefferson City, MO 65102. You will receive confirmation from NAP in writing regarding the approval or denial of your request. Extension requests should be submitted 30-60 days prior to the end of the project fundraising period. All extensions are for one year only. Attach additional pages if necessary.

NAP PROJECT NUMBER	PROJECT FUNDRAISING PERIOD (MM/DD/YY)	
	BEGINNING	ENDING
ORGANIZATION NAME		
<p>1. Please discuss whether or not your organization has achieved the outcomes and performance targets found in Appendix A of your Project Agreement. Discuss a) any mitigating factors or extenuating circumstances that prevented the organization from achieving performance targets during the existing project period, and b) any changes that will make it possible to meet targets during an extension.</p>		
<p>2. What amount of tax credits has the organization utilized to date? If your organization has not used all the tax credits awarded, what will you do differently to enable your organization to use the remaining tax credits during an extension period? Please provide a detailed fundraising plan for utilization, including a description of fundraising activities and events to be carried out if the extension is approved, milestones, and a timeline.</p>		

3. Identify your organization's performance targets for the extension period, specifying the number of additional clients to be served for each performance target listed in Appendix A of the NAP agreement. Indicate any proposed changes in the implementation of the project.

4. Identify your organization's project milestones for each quarter of the extension period. Project milestones are those critical steps that your organization will take during the extension period that will enable you to achieve the performance targets detailed in question 3.

Project Director Signature

Project Director Name (Printed or Typed)

Date

FOR NAP USE ONLY

Approved By

Date