Grant amendments are required for:

* all major programmatic changes;
* any movement of funds between budget account codes that is greater than 15% of the individual account code or greater than $5,000. Salaries and OECs will be viewed together, rather than as two separate account codes.
* adding a NEW Activity or Account Code that was not indicated in the original grant budget - regardless of amount.

Reason for the Amendment (check the condition that applies):

Major Programmatic Change only. (No change to budget amount or Activity/Account Code)

Budgetary Change only where the amount exceeds the threshold – see above.

(No programmatic change or change to Activity/Account Code)

Programmatic Change and Budgetary Change where the amount exceeds threshold – see criteria above.

Add ***NEW*** Budget ***with*** Add ***NEW*** Activity/Account Code. (Any amount)

|  |  |  |  |
| --- | --- | --- | --- |
| Requestor Name: | | Request Date: | |
| District/Agency/Organization: | | | |
| FY: | Appropriation #: | | Project #: |
| Subgrant #: | Project Title: | | |

Describe the need for the amendment and the programmatic and/or financial impact of the amendment.

If request is to reallocate funds, complete the table below.

Requestor will need to calculate the total amounts for columns.

Example:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Activity*** | ***Account Code Name*** | ***Increase*** | | ***Amount of Increase*** | ***Decrease*** | | ***Amount of Decrease*** |
| ***From*** | ***To*** | ***From*** | ***To*** |
| *EXAMPLE: DOE\_Homeless* | *Contractual* | *$500,000* | *$510,000* | *$10,000* |  |  |  |
| *EXAMPLE: Instruction* | *Travel* |  |  | *$0* | *$30,000* | *$20,000* | *$10,000* |
| ***Total*** |  |  |  | *$10,000* |  |  | *$10,000* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Account Code Name** | **Increase** | | **Amount of Increase** | **Decrease** | | **Amount of Decrease** |
| **From** | **To** | **From** | **To** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***Total*** |  |  |  |  |  |  |  |