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*** |   |  |  |  |  |  |  |