

Quality Counts Amendments Definitions, Examples, and Process

Programmatic Amendment: A change in activity within a budget category.

For example, a school was approved to buy 100 iPads, but decided to purchase 100 Chromebooks instead. This is a programmatic amendment because it is a similar activity as what was approved in the grant and it is within the same budget category.

Process:

1. Use current year's amendment form to submit a programmatic amendment, justifying the change in activity. Provide an explanation for the programmatic amendment in the box towards the bottom of the form.
2. Submit the amendment form, along with the revised, up-to-date budget to your grant specialist.
3. Wait for approval by your grant specialist before initiating the programmatic change.

Budget Amendment: A 10% +/- change in any of the budget categories.

For example, a school spends less on salary than anticipated since they had difficulties finding candidates, etc.). Therefore, they decide to move 25,000 from the \$100,000 personnel category to at least one other budget category. Since \$25,000 is over 10% of \$100,000.00 a budget amendment would be necessary for the change.

A budget amendment is required when the grantee is moving an amount of funds that is greater than 10% of the total funds in a single budget line category. A budget amendment will need to be submitted if the budget line category that is losing or receiving the funds is greater than 10%. An updated budget reflecting the proposed changes should be submitted with the proposed budget amendment.

For example, in the below sample budget, if the grantee wishes to move \$10,000 from “Personnel” to “Other,” a budget amendment would be completed because the category from where the funds are being removed is experiencing a greater than 10% change

Budget Categories:		Approved Budget	Increase or (Decrease) *	New Budget Total
1.	Personnel	\$ 32,000.00		
2.	Fringe	\$ 8,000.00		
3.	Travel	\$ 27,173.00		
4.	Property and Equipment	\$ 42,598.00		
5.	Supplies	\$ 74,827.00		
6.	Contractual	\$ 23,750.00		
	Professional Development	\$ 22,670.00		
7.	Other	\$ 116,350.00		
	Totals	\$ 347,368.00		

Another example based on the above sample budget:

The grantee wishes to move \$10,000 from the “Other” category to the “Fringe” benefits category. The grantee would complete a budget amendment because the receiving budget line “Fringe” is experiencing a growth in the budget line funds amount that is greater than 10% of the total budget line item.

FAQ:

Q: What if I have a programmatic and budget amendment? Can I put them together on one sheet?

A: Yes, you can include a programmatic and budget amendment together on one amendment submission. The grantee needs to include an explanation for why the budget amendment is being proposed, AND, why the programmatic amendment is being proposed.