Budget Revisions

Changes to Budget Revisions

- *Each grant is allowed 2 revisions after the initial modification.*

- Before you begin a revision reach out to CVAG staff to make sure the revision is required.

Reasons for Revisions

- Adding a new line item to the grant budget.

- Changing the quantity of an already-approved item in the grant.

- You're going to exceed the approved amount in a category by more than 10%.

- Budget Narrative needs to be expanded or corrected.

Creating a Revision(s)

1. Navigate to Grants and Applications section on the Home Page.
2. Select the grant that you wish to revise. Grant Number, Version and Application Numbers are displayed on the grid.

Create and Editing Budget Revision

1. Locate the grant to be revised, click request Revision to Application.
2. Select Edit this Version.

- Note: You may have to refresh your browser several times. Once the Submission Status has changed to Revision you are now able to edit.

2.

Navigating Budget Revisions

Section Navigation ▾

- AGO Grants
- Request Revision
- Required Fields
- Versions
- Counties Served by this Project
- Grant Information
- Budget Description
- Acceptance of Audit Requirement
- Organization Description
- Interagency Coordination
- Volunteer Coordination
- Problem Definition
- Project Description
- Objectives and Performance
- Project Assessment and Evaluation
- Project Continuation
- Sources of Income
- Grant Terms and Conditions
- Attachments and Notes
- Grant Certifications
- Home

Section Navigation ▾

State Funding Agency (SFA) Use Only

Version Number *
R001

Grant Number
—

App Number
AV20013

Project Title
Test VOCA

Amount Approved
—

Amount Requested
—

Status Reason
Under Revision

Save

- Note: users can navigate to specific screens by using the Section Navigation drop down on the upper left side of the screen.
- Click the save button on the lower left to save your work and move to the next screen.

Request for Revision

Navigate to the Request for Revision tab.

Select (check) Budget Revision box only.

1. Scroll down page to Section

2. Request for Budget and/or Program Revision.

Request for Revision

- The left column will be auto populated with previous Approved Balances from the original grant or previous revision.
- Complete middle column to indicate new desired category totals.
- Enter all fields even if no change.

Section 2 – Request for Budget and/or Programmatic Revision

Column 1 should populate automatically, but please double check to ensure this matches the current approved budget.

When entering in column 2 for requested amounts, make sure the new requested amounts per category are entered, even if there are no changes to the dollar amounts. For example, if the approved grantor personnel is $45,000 and there are no requested changes then the amount requested would still be $45,000.

Please keep in mind that employer contributions are pulled into the total personnel category total.

Request For Revision

Justification for Requested Revision

- Always complete the Justification for Requested Revision box.
- Be specific about what Budget Line Items you will be editing and by how much. This will help us review and approve your revision much quicker.
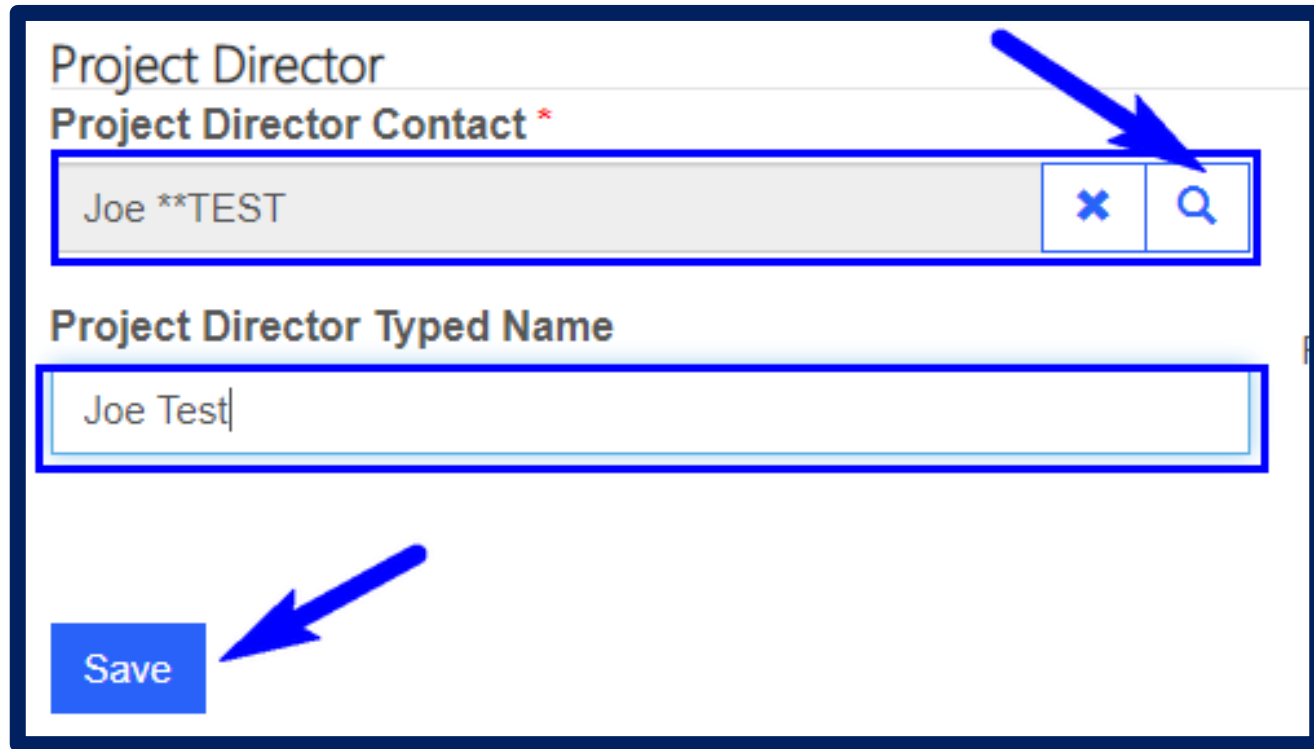
Example:

Revision 001 –

Reducing Mileage by $2000

Reducing Per Diem by $500

Increasing Therapy Supplies by $1500

Increasing Cell Phones by $1000

Updating Narrative for Office Supplies

Budget Revision Certifications

1. Verify the Project Director.

2. Save.

Budget Line Item Revisions

1. Navigate to the Budget Description Section.
2. Locate the budget line item you need to edit.
3. Select Edit.

Budget Revisions

Budget Line Item Details

Budget Line Item Title – Matching Funds and Categories

Budget Line Item Category

Personnel

Budget Line Item Name *

Assistant

Budget Line Item Narrative

The town will hire a victim advocate within 30 days of the award. This VA will provide trauma-focused

Personnel Salaries (by Position)

Personnel Title	% of Time	Hours/Pay Period
Assistant	100	200

Personnel Salaries Grantor Total	Personnel Salaries Cash Total	Personnel Salaries In-Kind Total	Personnel Salari... $45,000
$ 41,200	$ 10,300	$ 0	

Submit

- Navigate through the form and update as needed.

  1. Make changes.
  2. Submit.

Budget Revisions

Budget Line Item Details

Budget Line Item Title - Matching Funds and Categories

Budget Line Item Category

Personnel

Budget Line Item Name *

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Budget Line Item Narrative

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			$45,000
$ 41,200	$ 10,300	$ 0	

Submit

Budget Narrative Expansion:

For line items that were already approved in the original grant and the agency is only expanding the budget narrative the entry should be made as follows:

Example: Therapy Supplies

Revision 001 – Adding stress balls, workbooks, sand therapy, art therapy supplies

Budget Revisions
Editing or Adding Line Items

- NOTE: Please do not remove line items or narrative for items that the agency has already purchased and received reimbursement for.

Budget Revision Submission

Confirm Request for Grant Extension and/or Revision has been completed and certified.

1. Go to Section Navigation.
2. Select Grant Certification.
3. Verify all information is complete and accurate
4. Select "Submit For Review"
5. Save

Note: Revision will be marked as submitted and moved to read-only status.

Budget Revisions

- When Revision is submitted, you will be directed back to the AGO Grants landing page.