



## **Budget Revision Request Instructions**

### **Program Year 2008**

#### **Requirements**

Revisions to your approved grant budget must be requested when:

- Changes in your project result in the need for additional line items.
- You anticipate spending in excess of the approved line item by 10% or \$500.

#### **Guidelines**

Keep the following guidelines in mind when completing the *Budget Revision Request* form:

- In the “Original Endowment Grant Budget” column, enter the entire approved budget, including all of the original line items. If spending has already occurred, do not eliminate the line item.
- Remember that changes in the personnel line item might require adjustment to the fringe benefit line item.
- Include the following information in the Request Narrative area of your Budget Revision Request or in a separate Word document.
  - How the revised budget items relate to the project
  - Why the changes are needed
  - How the proposed amounts were determined

The Endowment will contact you when the *Budget Revision Request* has been approved.