



## **CAREERs Budget Modification Form Instructions**

### **Overview:**

During the project proposal development process, partner organizations identified expenditures by category for inclusion with the official submission of the ARC proposal. Since that time and the awarding of the grant, partner organizations may have identified additional needs or changes that are needed to fully implement the CAREERs program. .

Section G of the CAREERs subrecipient grant award, identifies how a partner organization may pursue the process of requesting modifications to the original approved budget. Specifically, a subrecipient may reallocate between budget categories, noting that the amount may not exceed five percent of the total Sub-grant award.

### **Process:**

This document outlines the process that the subrecipient will follow to request a budget modification that occurs between budget categories. Note that an organization may make changes within the same budget category without needing to request a formal budget modification.

**Step 1:** Access the Budget Modification Form and enter the totals from your current approved budget.

**Step 2:** In the center section indicate the amount of funding that you are requesting to move between budget categories. Note that the amount should not exceed 5% of the total budget. Be sure to indicate the destination and origin of the funds requested for movement.

**Step 3:** Review the modified budget section to verify that it reflects your new budget. This section is a combination of the original budget and the requested changes.

**Step 4:** Send your completed request form to [grants@educationalliance.org](mailto:grants@educationalliance.org) for approval.