

# Approval of Budget Revision Request

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A Budget Revision occurs when a grantee requests to move more than 25% of the total approved budget (federal and non-federal funds) for a specific budget period between direct cost budget categories in an approved budget. Once this threshold is reached, the recipient must request prior approval for all additional changes during that budget period.

A grantee's request for budget revision approval should be made in writing to the GMO no later than 30 days before the proposed change.

## **Documents Required**

The required documents for a budget revision are:

- A dated cover letter signed by the Authorized Organizational Representative (AOR) that includes:
  - Grant Award Number and Grantee Organization Name
  - A written justification stating the need for the budget revision
- An SF-424A
- A budget justification/narrative

## **How to Submit Your Request:**

All requests for Budget Revision should be submitted by the grantee in Grants Management Module as a new amendment by accessing "Manage Amendments", click "New", select "ACL Budget Revision (Type 8)" and "Create Amendment".

GrantSolutions has a [training video](#) showing grantees how to request and manage grant amendments – which include no-cost extension requests.