California State Library

Ethnic Media Outreach Grant

**AWARD BUDGET MODIFICATIO­­­­­N INSTRUCTIONS & FORM**

This document is a template and can be used to draft the information needed for a Budget Modification.

**All reports will be submitted via the Ethnic Media submission portal in Wizehive.**

The awardee is given the opportunity during the project period to respond to local / unforeseen developments by modifying their approved budget and proposing funds be moved between categories/subcategories.

1. **All budget modifications must be discussed and approved in advance by the grant monitor.** A signed Award Budget Modification form must be submitted to the grant monitor for approval of all budget modifications no later than 30 days prior to the project end date.
2. A signed and approved Award Budget Modification form is required for budget modifications of any amount.
3. Funds may not be moved into a category for which no funding was originally approved without being discussed and approved in advance by the grant monitor.
4. Approved revised budget should be reported on the next financial report.
5. Any modifications to approved budgets must be documented and documentation retained in project files.
6. Completing the form:

* Section 1: Enter current budget and proposed modification **(indicate budget reductions by putting parentheses around the amount)**.
  + Section 2: Include a justification for the requested modification, explaining each change included in the modification.

1. Submit completed information **via the Ethnic Media submission portal in Wizehive.**
2. Once approved, the grant monitor will send you the form via **DocuSign**. You will receive an email notification from DocuSign requesting the authorized representative’s signature. Please follow the DocuSign instructions to complete the electronic signature process. The grant monitor will approve and sign the form once the authorized representative’s signature is received via DocuSign.

**NOTE:** Budget modifications involving **returned funds** shall follow the procedure detailed above **and** include in the Justification section:

* The amount being returned
* Explanation of and reasoning for returning funds
* Any project activities that will not be completed or other project interruptions due to the inability to spend the project funds as planned.

| 1. **Budget Category** | **Current Budget** | **Proposed Modifications** | Revised Budget |
| --- | --- | --- | --- |
| **(a) Salaries/Wages/Benefits** | $0 | $0 | $0 |
| **(b) Consultant Fees** | $0 | $0 | $0 |
| **(c) Travel** | $0 | $0 | $0 |
| **(d) Supplies/Materials** | $0 | $0 | $0 |
| **(e) Equipment ($5,000 or more per unit)** | $0 | $0 | $0 |
| **(f) Services** | $0 | $0 | $0 |
| **Project Total** | **$0** | **$0** | $0 |
| **(g) Indirect Cost** | $0 | $0 | $0 |
| **Total** | **$0** | **$0** | $0 |

| 1. **Justification for modification/augmentation:** |
| --- |
| Click or tap here to enter text. |

Upon approval, the above requested Award Budget Modification constitutes an official amendment to the Consolidated Application Notification of Grant Award. All amendments must remain a part of all existing copies of the Consolidated Application Notification of Grant Award document.

**NOTE: Award Budget Modification Form MUST be submitted for approval at least 30 days prior to the project end date.**