

## How to fill out a Budget Revision Request Form

All the information below must be filled out.

\*Note: A budget revision is only needed when the following applies:

- A budget category will change 10% or more of the total amount per line item.
- A budget category is added or deleted.
- The total dollar amount of the grant agreement will change for the Lead LEA.
- The outcomes of the grant agreement/certified plan will be materially affected.
- Permission for a [capital outlay purchase](#) has not been given.
- A partner will no longer be a part of the project.



### K12 SWP Budget Revision Request Form

Project Name: _____	NOVA ID: _____	Date: _____
Lead LEA: _____	Project Award: _____	Budget Revision Request \$ Total: _____
Change Requested by: _____	Percentage (%) of overall budget award: _____	
Agreed to by Lead LEA Fiscal? YES <input type="checkbox"/> No <input type="checkbox"/> Contact Name/Number/Email: _____		

Project Name: This is the “Pathway Improvement Name” in Nova.

Lead LEA: The Lead Agency name that is in Nova.

Date: The Date in the form is filled out.

Nova ID: The Plan ID in Nova.

Project Award: Indicate how much your project was awarded, this is in Nova.

Budget Revision Request \$ Total: The total amount of funds you are revising.

Change Requested by: The person filling out the budget revision request.

Percentage (%) of overall budget award: This specifies what percentage of the budget you are revising.

Agreed to by Lead LEA Fiscal? Please click “Yes” or “No” if the LEA has approved this budget revision.

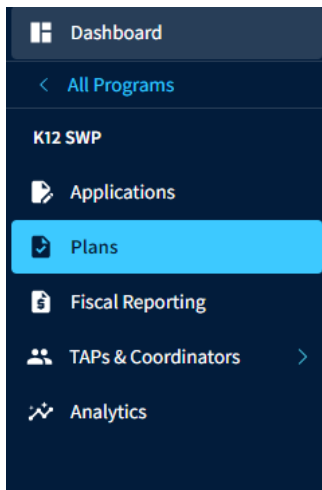
Contact Name/Number/Email: Indicate the best contact regarding any questions that may come up about this budget revision.

When filling out the information below, please make sure you are pulling the current category budget that is in Nova.

	Budget Category	Current Category Budget	Budget Increase	Budget decrease	Modified Budget Category Total
example	4000	\$ 10,000.00	\$ 5,000.00	\$ -	\$ 15,000.00
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**How to find your current budget:**

Click on Plans in Nova



Enter your Plan ID

ID

ELIGIBLE PLANS

Click on your plan, then scroll down to your “Budget & Match” section. It will show your grant and financial match budget. Use this amount on your form for the budget category you are revising.

Budget & Match

Grant Funds Summary

Expenditure Type	K12 SWP Grant Funds
1000 - Certificated Salaries	\$60,000
2000 - Classified Salaries	\$0
3000 - Employee Benefits	\$15,000
4000 - Books and Supplies	\$45,000
5000 - Services and Other Expenditures	\$15,000
6000 - Capital Outlay	\$0
7000 - Indirect Costs	\$0 (0.0%)
<b>Total Grant Funds Budgeted</b>	<b>\$135,000</b>

Financial Match Summary

Expenditure Type	Financial Match
1000 - Certificated Salaries	\$300,000
2000 - Classified Salaries	\$0
3000 - Employee Benefits	\$75,000
4000 - Books and Supplies	\$0
5000 - Services and Other Expenditures	\$0
6000 - Capital Outlay	\$0
7000 - Indirect Costs	\$0
<b>Total Financial Match</b>	<b>\$375,000</b>

Example:

If you want to move \$10,000 from your 2000's to your 4000's, and your initial (in Nova) budget for your 2000 is \$15,000 and your 4000 is \$5,000. Your budget for 2000 will decrease and 4000 will increase.

Your budget revision will look like this:

	Budget Category	Current Category Budget	Budget Increase	Budget decrease	Modified Budget Category Total
example	4000	\$ 10,000.00	\$ 5,000.00	\$ -	\$ 15,000.00
1	2000	15,000		10,000	5,000
2	4000	5,000	10,000		15,000
3					

For the following sections, please fill them out, **do not** leave them blank. If so, your budget revision will be rejected.

**Reason for Request\*:**

Does this request alter or jeopardize the outcomes of the approved project? How does it support the project outcomes? Please explain.

How does this impact the monetary match?

How does this impact the in-kind match?

Reason for request: **Please input the reason why you are revising your budget.**

Does this request alter or jeopardize the outcomes of the approved project? How does it support the project outcomes? Please explain. **Do not leave it blank. If left blank, your budget revision will be rejected.**

How does this impact the monetary match? **If there is no impact, input NA.**

How does this impact the in-kind match? **If there is no impact, input NA.**

If you have any Questions, please contact Octavio Patino. ([octavio.patino@crconsortium.com](mailto:octavio.patino@crconsortium.com))