



Requesting a Budget Revision for Competitive Grants

The following document outlines the procedure for grantees requesting a budget revision for a grant received from the Minnesota Department of Education (MDE).

Key Information

- The budget should link to the work plan, goals and activities of your grant award.
- Costs must be reasonable, allowable and necessary.
- A budget revision is used when there is a proposal for a new line item (object code) not present on the budget template, adding funds to a \$0 dollar line, or if there are any changes of an approved line item greater than 10% of the total grant award.
- Expenses should not be incurred prior to approval of the budget revisions

Steps in the Process

1. Send an email to the Grant Specialist and MDE Authorized Representative listed on your Official Grant Award Notification (OGAN) to request a Budget Revision Request form. If you cannot locate your Grants Specialist contact information, please reference [the Grant Services staff list](#).
2. Revise the Budget Revision Form using the steps outlined below, depending if you are moving funds between existing budget lines (including moving funds to a \$0 line) or requesting funds be moved to a new line (object code) not already present on the budget template..
3. Once you have revised the Budget Revision Request form, send it to your Grant Specialist for review.
4. Your Grants Specialist will send you an updated Financial Reporting Form (FRF) if your budget revision request is approved. If the revision request is approved you are now able to incur expenditures relative to the new budget.

If Moving Funds between Line Items

1. Please enter an expenditure under Cur. Expended on the line you want to **decrease**.
2. Enter a negative expenditure under Cur. Expended on the line you want to **increase**.
3. Your budget should balance. Because you are moving money from one line to another, the total of the Cur. Expended column should be \$0.00. If there is money, either positive or negative, the change does not balance, and you should correct the errors in the object codes.
4. We will require a justification for the change. Include your justification for the change in the notes field at the bottom of the form.

If Requesting a New Line (Object Code)

If there is an object code you would like to use, but it is currently not present, please use the following procedure to request an addition of that object code from [UFARS Manual](#). If the object code is not allowable to use, your Grants Specialist will let you know. **Don't incur any expenditures towards the new object code until you have formal approval from your Grants Specialist to use that object code.**

1. Please enter an expenditure under Cur. Expended on the line (s) to ***decrease***.
2. In the in notes field at the bottom of the FRF include a justification, a description for the new line added and the amount to add. The amount added should match the decreased amount taken from another budget line.