

**21st Century Community Learning Centers
Budget/Program Amendment Form Instructions
2017 - 2018**

1	Subgrantee name is the name on grant application. The program name is the unique program identifier, if it has one. For example ABC School District would be the subgrantee name, while ALLSTARS might be the program name. In this example, the subgrantee would write “ABC School District- ALLSTARS”. The cohort would be FY15, FY16, or FY18.
2	Project/program director’s name and phone number
3	Project/program director’s email address. The date is the date the amendment is mailed to GaDOE.
4	Check line to indicate type of amendment: Program, Budget or Both
5a	Insert Program Amendment (PA) number. NOTE: The number should reflect the amendment from the beginning of the subgrant and will continue sequentially until the subgrant ends. The Program Amendment (PA) number will not start over each fiscal year. (Example: PA/1, PA/2, PA/3, etc.)
5b	Insert Budget Amendment (B) number. NOTE: The Budget Amendment (B) number WILL start over each fiscal year. (Example: FY16B/1, FY16B/2, etc. and FY17B/1, FY17B/2, etc. and FY18B/1, FY18B/2, etc.)
5c	Use this line, if your amendment requires BOTH a program and budget amendment. NOTE: Follow the same instructions for 5a and 5b. The amendment numbers MAY not be the same due to the fiscal year. (Example: PA/1, FY18B/1); (Example: PA/2, FY18B/3); (Example: PA/3, FY18B/1)
6	Insert current language in original grant application or most recently approved amendment and the page number where it can be found.
7	Insert amended language to reflect requested change(s) to original grant application or previous approved amendment (Addition or deletion to language). Please note that it is acceptable and encouraged to state “Refer to attached spreadsheet” for changes to spreadsheets, such as budgets, site profile forms, or funding request worksheets. It is not necessary to write out each of the changes, so long as the spreadsheets make it clear what is being changed. Updated funding request worksheets, with total equal to or exceeding original approved worksheets, are needed if requesting a change to the number of students, hours per week, or weeks per year.
8	State the reason for the change. How will this change benefit your subgrant? OR Why is it necessary to make this change? (If this is a change in program director, superintendent, etc., state that.)
9	State how the proposed amendment is consistent with the goals/objectives of the subgrant and how the change will be implemented. To add additional rows, select the “Tab” key when the cursor is in this cell.
10	If attachments accompany the proposed amendment, be sure to name each attachment accordingly.
11	Send an electronic copy to your Regional Education Research and Evaluation Specialist (ERES) and/or Fiscal Analyst (FA).
12	Fiscal agent, joint applicant designee, program director, superintendent/CEO must sign and date the form.