



# BUDGET REVISION REQUESTS GUIDE

KANSAS GOVERNOR'S GRANTS PROGRAM  
GRANT WRITING TIPS

UPDATED 2022

# Budget Revision Requests

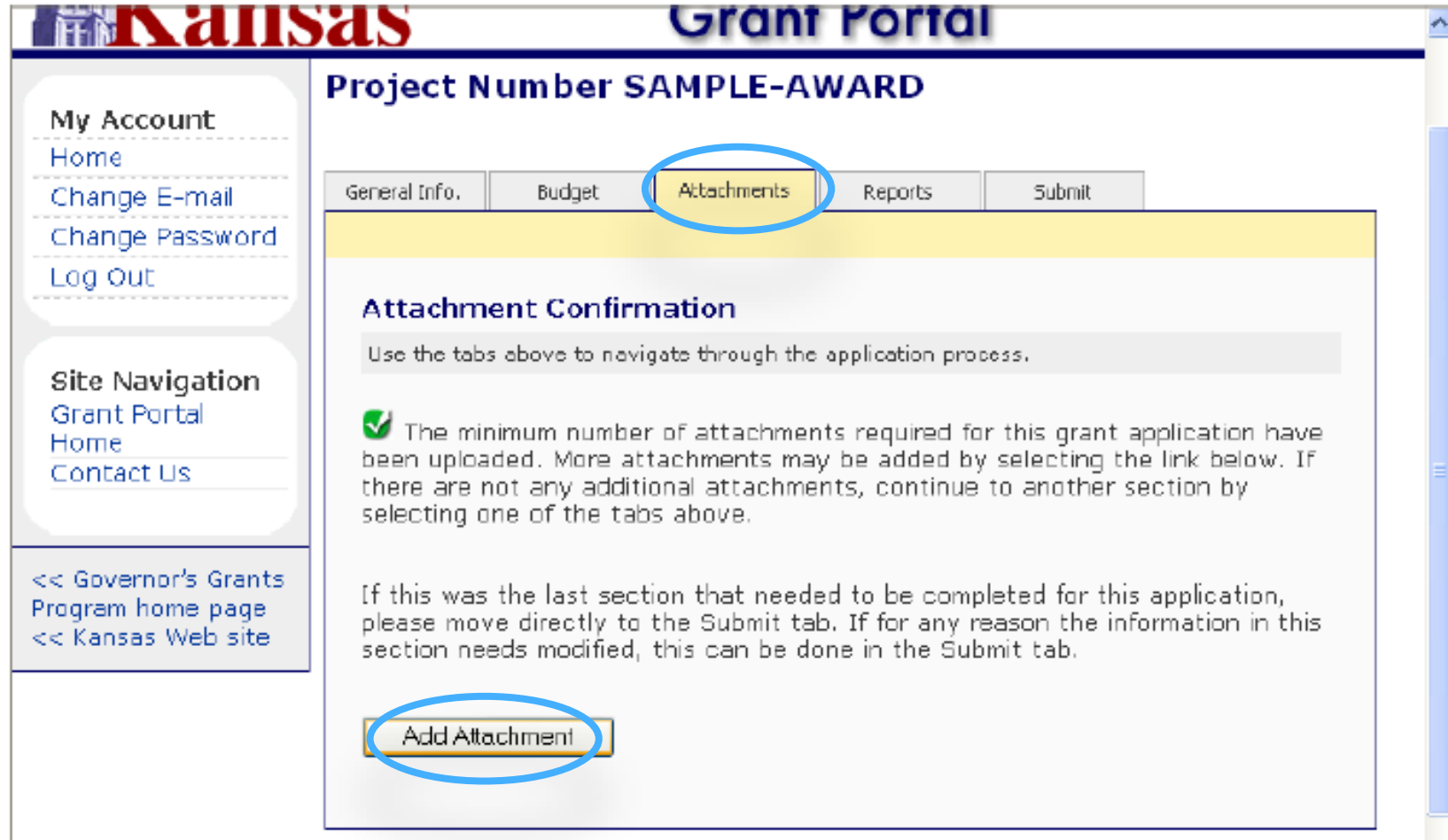
- **Best practice is to submit requests as the needs arise to ensure prior approval for all grant expenditures.**
- **Will not be accepted in last 30 days of grant project period**
- Review budget grant solicitation and grant assurances to ensure all requested line items are allowable costs.
- Justification letter
- Budget changes submitted on portal
- Submit tab / Submit Revision button
  - Print the “Submission was Successful” message
- Projection of Final Expenditures

# Justification Letter

- Be certain to upload a letter explaining why you are requesting changes to the budget and explain the changes you are requesting by line item. Upload the budget revision request letter at the same time as the budget revision. Once the budget revision is submitted the grant portal will not accept attachments until the budget is either approved or denied.
- Justification letter
  - Agency letterhead
  - Explanation – address supplanting issues if applicable
  - Budget change summary
  - Effective date needed to be retroactive
  - Uploaded as an attachment

# Uploading the Justification Letter

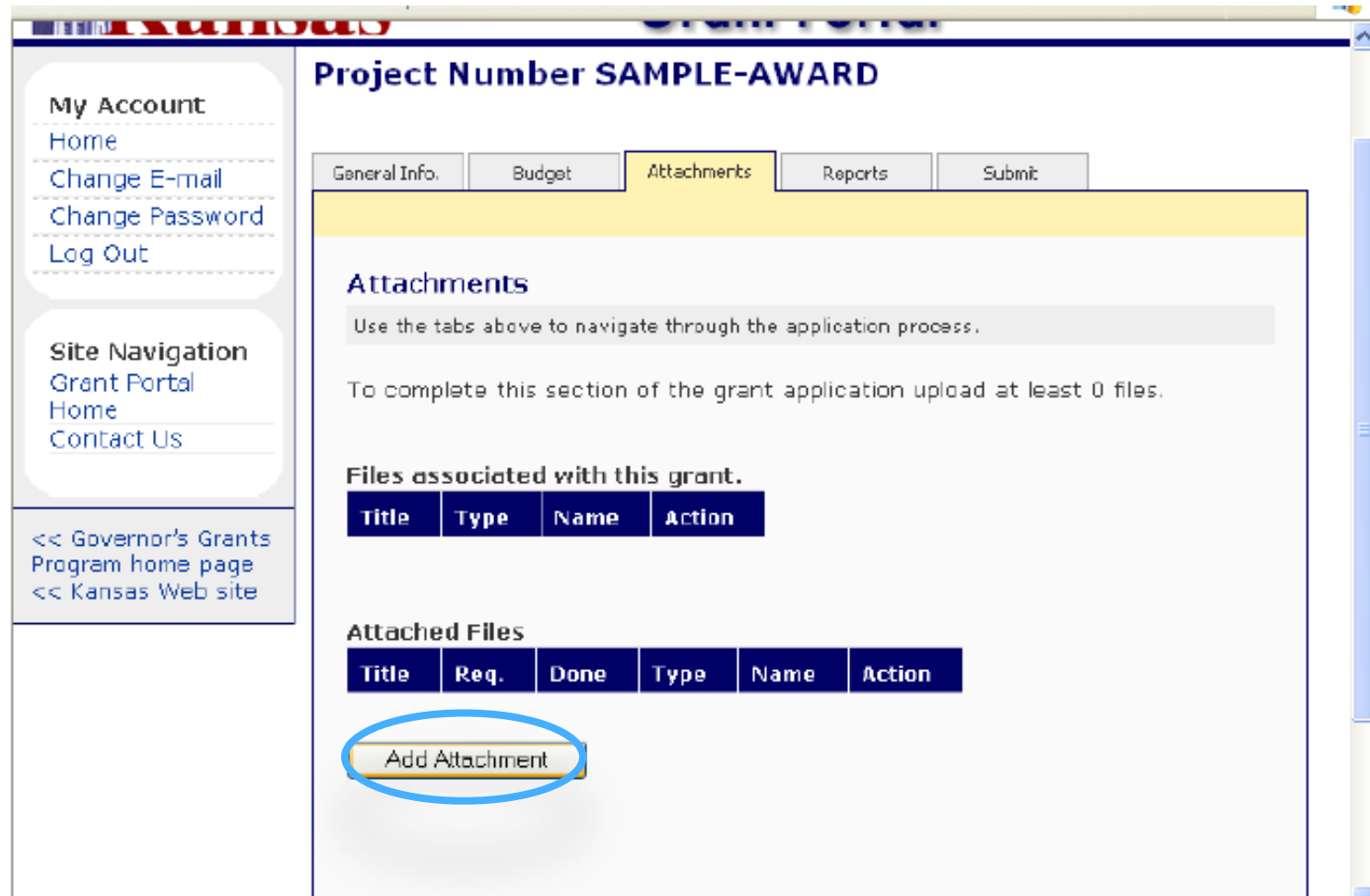
When the justification letter is prepared, click on the 'Attachments' tab at the top of the screen.



The screenshot displays the Kansas Grant Portal interface. At the top, the 'Kansas Grant Portal' logo is visible. Below the logo, the text 'Project Number SAMPLE-AWARD' is shown. A navigation bar contains five tabs: 'General Info.', 'Budget', 'Attachments', 'Reports', and 'Submit'. The 'Attachments' tab is highlighted with a blue circle. Below the tabs, the 'Attachment Confirmation' section is displayed. It includes a green checkmark icon and the text: 'The minimum number of attachments required for this grant application have been uploaded. More attachments may be added by selecting the link below. If there are not any additional attachments, continue to another section by selecting one of the tabs above.' Below this text, there is a button labeled 'Add Attachment', which is also circled in blue. At the bottom of the page, there are links for '<< Governor's Grants Program home page' and '<< Kansas Web site'.

The portal will display the Attachment Confirmation page. Click on the 'Add Attachment' button on the bottom of the screen.

# Uploading the Justification Letter



The screenshot shows a web portal interface for a grant application. The main heading is "Project Number SAMPLE-AWARD". Below this, there are four tabs: "General Info.", "Budget", "Attachments", and "Submit". The "Attachments" tab is currently selected and highlighted in yellow. Under the "Attachments" tab, there is a section titled "Attachments" with a sub-heading "Use the tabs above to navigate through the application process." Below this, a message states: "To complete this section of the grant application upload at least 0 files." There are two tables: "Files associated with this grant." and "Attached Files". The "Files associated with this grant." table has columns: Title, Type, Name, and Action. The "Attached Files" table has columns: Title, Req., Done, Type, Name, and Action. At the bottom of the screen, there is a button labeled "Add Attachment" which is circled in blue.

**My Account**  
Home  
Change E-mail  
Change Password  
Log Out

**Site Navigation**  
Grant Portal  
Home  
Contact Us

<< Governor's Grants Program home page  
<< Kansas Web site

**Project Number SAMPLE-AWARD**

General Info. Budget **Attachments** Reports Submit

**Attachments**

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 0 files.

**Files associated with this grant.**

Title	Type	Name	Action
-------	------	------	--------

**Attached Files**

Title	Req.	Done	Type	Name	Action
-------	------	------	------	------	--------

**Add Attachment**

The portal will now display a list of any files previously added as an attachment. (In this example, there are not files already attached.) Click on the 'Add Attachment' button on the bottom of the screen.

# Uploading the Justification Letter

The screenshot shows the 'Attachments' tab selected in the 'Grant Portal' for project 'SAMPLE-AWARD'. The page includes a sidebar with 'My Account' and 'Site Navigation' links. The main content area has a yellow header and instructions for adding files. A 'Browse...' button is highlighted with a blue circle.

**Kansas Grant Portal**

Project Number **SAMPLE-AWARD**

General Info. Budget **Attachments** Reports Submit

**Attachments: Add File**

Use the tabs above to navigate through the application process.

Select the Browse button to locate a file to be uploaded. Comments, which will only be visible to the grant applicant, may be added to the file being uploaded.

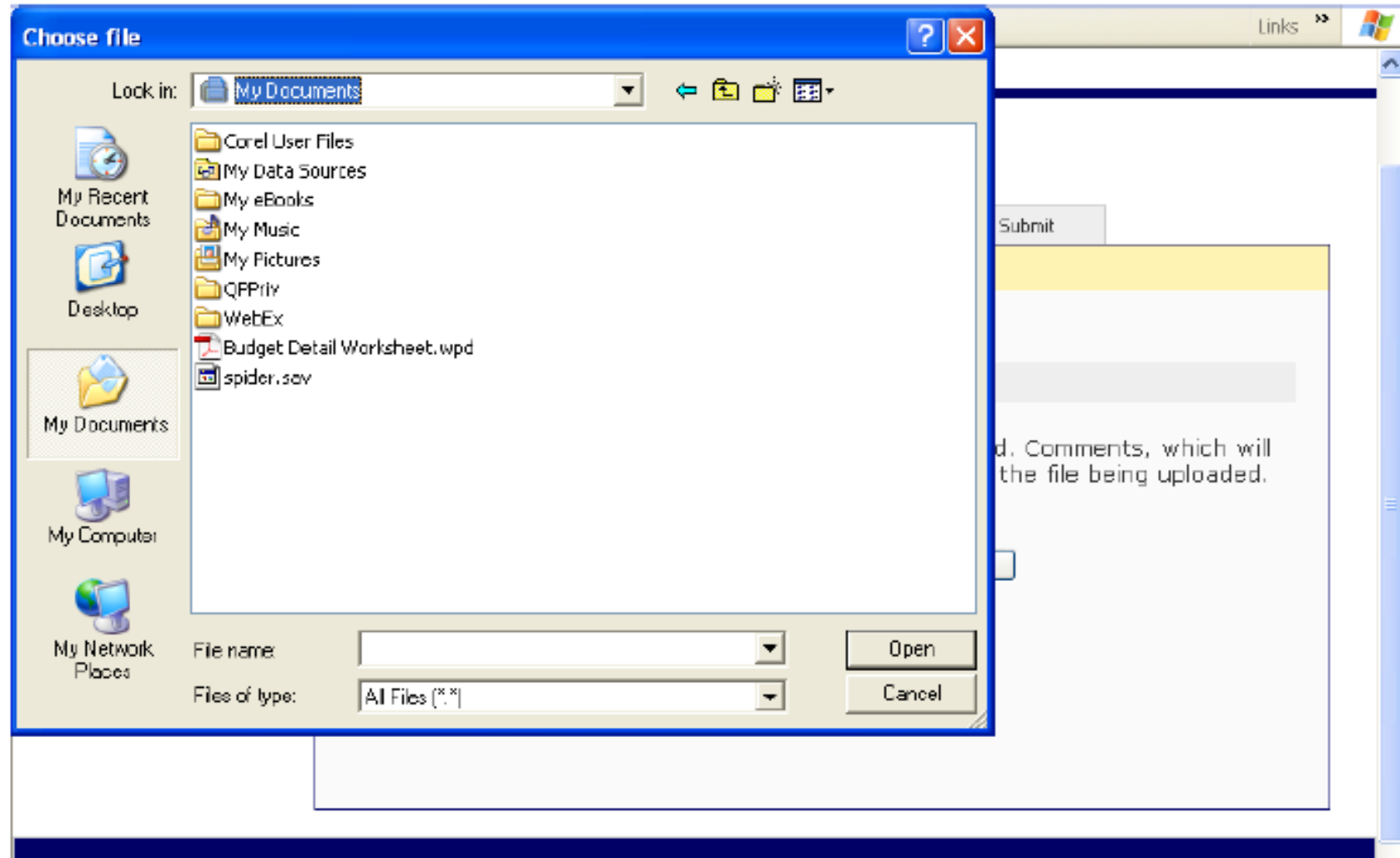
Upload:  **Browse..**

Comments:

Save Cancel

Click on the 'Browse' button to find the file that will be attached to the budget revision request.

# Uploading the Justification Letter



The system displays the 'Choose file' page that will allow you to look for and select the file to attach. Click on the file you want to attach so that it is highlighted and then click on 'Open'.

# Uploading the Justification Letter

**Project Number SAMPLE-AWARD**

General Info. Budget Attachments Reports Submit

**Attachments: File Information**

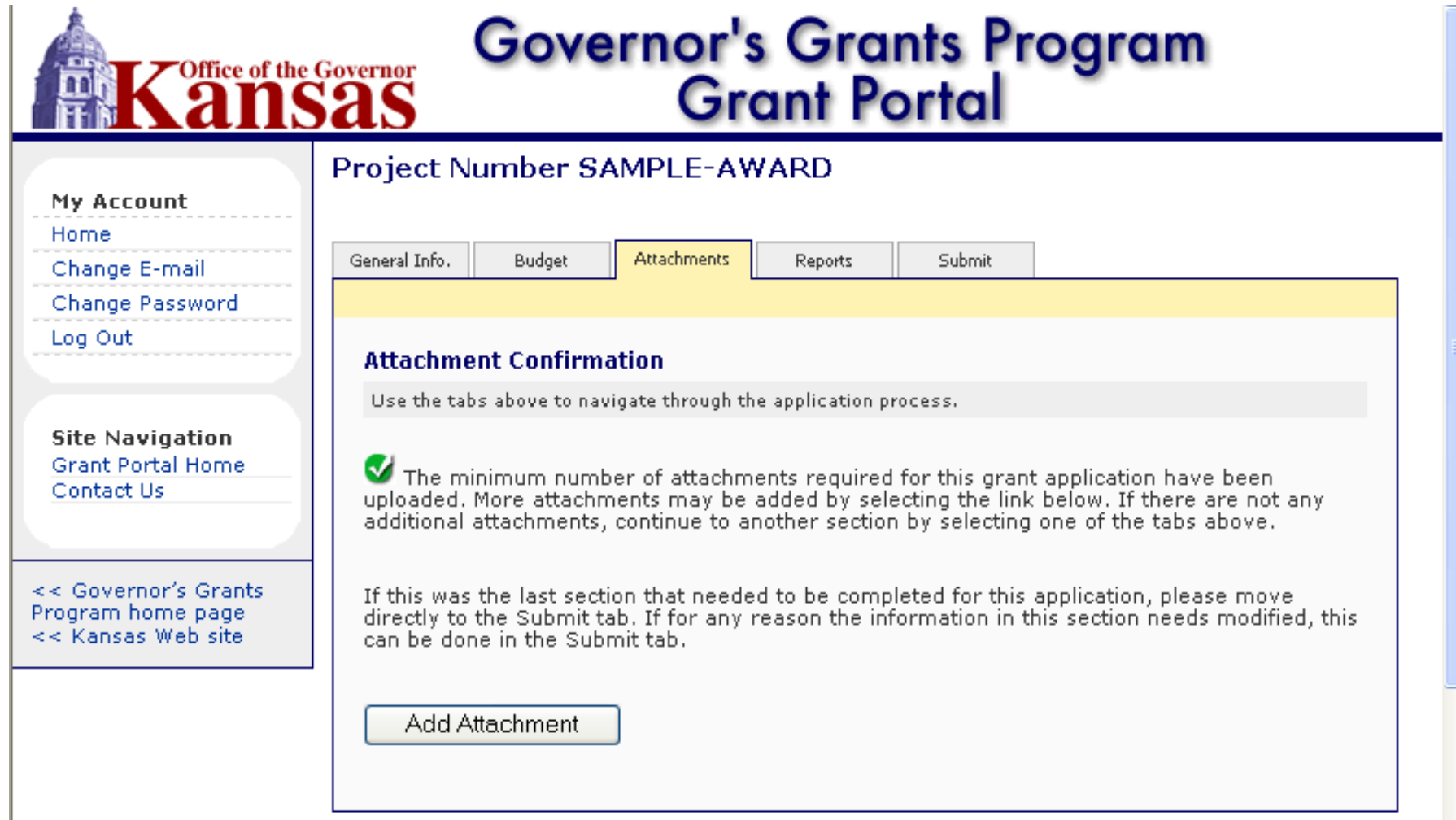
Use the tabs above to navigate through the application process.

Type:	
Name:	Budget Revision [current date].doc
Date added:	2007-12-19 15:15
Size:	19KB
Comments:	

[Continue](#)

A verification page will display the filename, date added, and size. If this information is correct, click on the 'Continue' button on the bottom of the screen.

# Uploading the Justification Letter



The screenshot displays the 'Attachment Confirmation' page within the Governor's Grants Program Grant Portal. The page title is 'Project Number SAMPLE-AWARD'. The navigation tabs include 'General Info.', 'Budget', 'Attachments' (which is highlighted), 'Reports', and 'Submit'. The 'Attachment Confirmation' section features a green checkmark icon and the following text: 'Use the tabs above to navigate through the application process.' Below this, a paragraph states: 'The minimum number of attachments required for this grant application have been uploaded. More attachments may be added by selecting the link below. If there are not any additional attachments, continue to another section by selecting one of the tabs above.' A second paragraph reads: 'If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.' At the bottom of the page, there is a button labeled 'Add Attachment'. The left sidebar contains 'My Account' links (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' links (Grant Portal Home, Contact Us). At the bottom of the sidebar, there are links to the 'Governor's Grants Program home page' and the 'Kansas Web site'.

You will be taken back to the Attachment Confirmation page. (To see if the file is attached, click on the 'Add Attachment' again to view the list of all attached documents.)

# Budget Revision Example

- Turnover in the Volunteer Coordinator position resulted in unused funds in that line item that could be moved to the health insurance line item to offset unexpected increases in costs. In this example the Volunteer Coordinator position became vacant after the first 2 months of the grant, then was open for a month, and was then filled with a newly hired Volunteer Coordinator. The position was originally scheduled for a 3% cost-of-living increase after 6 months. The new Volunteer Coordinator will start at \$15.00/hour with no increase during this grant project. In addition, the new Volunteer Coordinator will not be eligible for health insurance for the first 30 days of employment.

# Budget Revision Example

Volunteer Coordinator calculation before budget revision:

This example shows the Volunteer Coordinator position calculated for 6 months at \$15/hour with a 3% cost of living increase for 6 months.

Volunteer Coordinator calculation after the budget revision:

This example shows the Volunteer Coordinator position funded at \$15/hour for 1912 hours for 11 months with no cost of living increase.

## Budget: Personnel Verification

Use the tabs above to navigate through the application process.

► Indicates required information

Title:	<b>Volunteer Coordinator</b>
Position Status:	<b>Existing</b>
Dollar Amount:	<b>\$25,334</b>
Description:	<b>Recruits, trains, schedules and supervises volunteers who work directly with victims: \$15.00/hour X 1,040 hours + \$15.45 X 1,040 hours X 80% = \$25,334</b>

## Budget: Personnel Verification

Use the tabs above to navigate through the application process.

► Indicates required information

Title:	<b>Volunteer Coordinator</b>
Position Status:	<b>Existing</b>
Dollar Amount:	<b>\$22,944</b>
Description:	<b>Recruits, trains, schedules and supervises volunteers who work directly with victims: \$15.00/hour X 1,912 hours X 80% = \$22,944</b>

# Budget Revision Example

Health insurance calculation before budget revision	Health insurance calculation after budget revision
<b>Budget: Fringe Benefit Verification</b>	<b>Budget: Fringe Benefit Verification</b>
Use the tabs above to navigate through the application process.	Use the tabs above to navigate through the application process.
▶ Indicates required information	▶ Indicates required information
Type <b>Health Insurance</b>	Type <b>Health Insurance</b>
Dollar Amount: <b>\$2,832</b>	Dollar Amount: <b>\$3,280</b>
Description: <b>Health Insurance for Vol Coordinator: \$350/month X 12 months X .8 FTE = \$2832</b>	Description: <b>Health Insurance for Vol Coordinator: \$350/month X 2 months + 425/month X 8 months X .8 FTE = \$3,280</b>

Please see the “Writing a Grant Project Budget” guide under the Grant Application Tips section at <https://www.grants.ks.gov/home/showdocument?id=114&t=638437748172200000> for more examples of budget line-item descriptions.

# Helpful Hint

Grant project budget information should be kept in a spreadsheet document, with separate sheets for each revision, with descriptions and computations that can be copied and pasted into the Grant Portal.

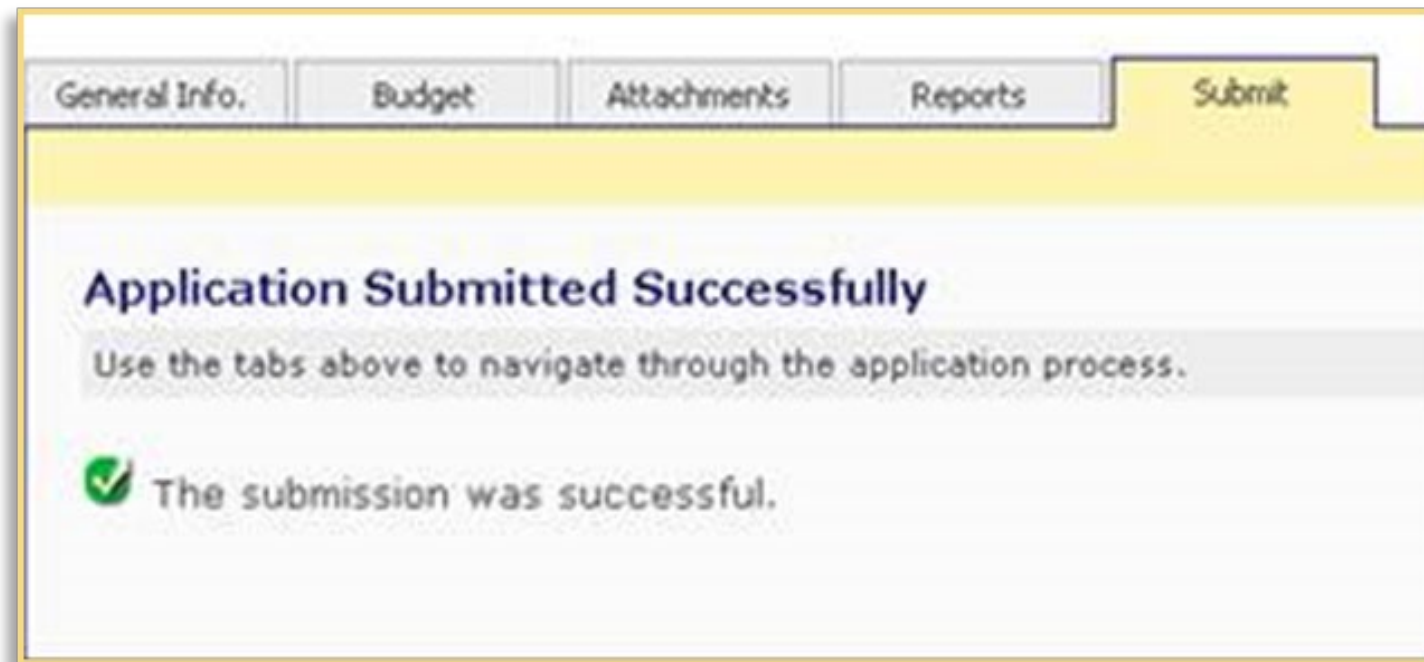
	A	B	C	D
1				
2				
3				
4				
5		Title:	<b>Volunteer Coordinator</b>	
6		Position:	Existing	
7		Dollar Amount:	\$22,944	
8		Description:	Recruits, trains, schedules, and supervises volunteers who work directly with victims: \$15.00/hour x 1912 hours x 80%=\$22,944	
9				
10		Type:	<b>Health Insurance</b>	
11		Dollar Amount:	\$3,280	
12		Description:	Health Insurance for Vol Coordinator: \$350/month x 2 months + \$425/month x 8 monts x .8 FTE=\$3,280	
13				
14				
15				

# Reminders

- Be certain to include the date the change is effective.
- Do not wait until the end of the grant project period to purchase equipment or large amounts of supplies.
- Justify not supplanting if increasing the percentage of grant funds in any line item or if adding a line item. The simple explanation for justifying that you are not supplanting is to explain “what funding source paid for this item previously, and why can’t that funding source continue to pay for this item.”

# Submission to KGGP

- When ready to submit the budget revision request, be sure to go to the Submit tab and click the “Submit Revision” button.
- When the budget revision has been submitted you will see the message below.



- After the revision has been successfully submitted, the information can no longer be edited, but can be viewed.

# Common Issues with Budget Revision Requests

- Justification letter not uploaded
- Justification letter does not address all the revisions
- Justification letter does not include statement of non-supplantation
- Budget changes do not balance with award amount
- Budget computations do not reflect issues identified in justification letter
- Revision is not submitted

**Remember – the KGGP cannot see the revision until the subgrantee receives a “Submission was Successful” message**