



# Massachusetts Service Alliance Budget Amendment Request Form Instructions



Amendment forms are required to make changes in the approved program budget. Programs that wish to change their original budget should complete this request and submit it to their Program Officer at least 30 days prior to the requested effective date. The Alliance will approve or disapprove the amendment in writing 30 days from receipt of the request.

## Organizational Information

Organization & Organization Address: Insert legal name of the entity and its address.

Federal EIN #: Insert Federal EIN number found in Cooperative Agreement or eGrants.

Period Covered by Amendment: Include start date and end dates for this program year.

Contact & Contact Telephone number: Insert the name of the individual to contact if there are any questions concerning this report.

Grant #: Insert the grant number listed on your cooperative agreement

Grant Award Amount: Amount of funds granted to the Agency for this initiative.

Date Prepared: Insert the date the request is prepared.

## Spreadsheet Information

### Budget Submitted to eGrants

All line item amounts from your approved budget should be placed in their appropriate categories. This information can be found in the Cooperative Agreement, eGrants or in previously approved budget amendments.

### Budget Amendment

- Insert amounts ONLY in the lines that you would like to amend. Use parenthesis ( ) for negative amounts.
- Programs cannot decrease the amounts in Member Support Costs-Section II.
- The total of the amendment request must be Zero (0).

### New Budget

Enter the entire new budget.

### Justification Page

Please explain in a written narrative why the budget amendment is necessary and how it will impact the effectiveness of the program. Attach a separate sheet if additional space is needed for justification.

### Certification

Sign and date the form and submit it to the appropriate Massachusetts Service Alliance Program Officer for approval.

**eGrants**

Once approved by Massachusetts Service Alliance, you will need to create a budget amendment in eGrants. Contact your Program Officer for further instructions.