

# FY26

## VCVA/DV

### Budget Amendment Request

#### Criteria

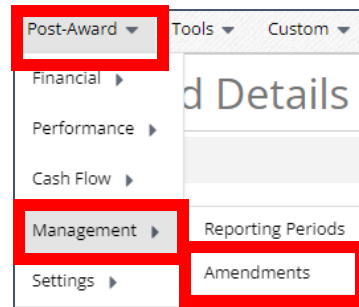
- Request must be an approved line item from Grantee's budget of record
- Must be for the current quarter
- No requests accepted after June 30, 2026

**Discuss the amendment request with your grant monitor prior to submission**

### Submitting an Amendment Request in AmpliFund

Starting from **Grant Details** (Grant Management>All Grants>Click on applicable Grant Name)

- Click on Post-Award>Management>Amendments



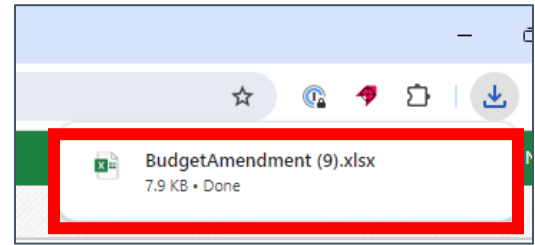
- Click on the plus icon in the upper right-hand corner



- Enter Amendment Request Name and check Budget under Areas to Amend

- Click Download Budget

5. Open the excel file (if using Chrome will display in the upper right-hand corner of your browser to open)

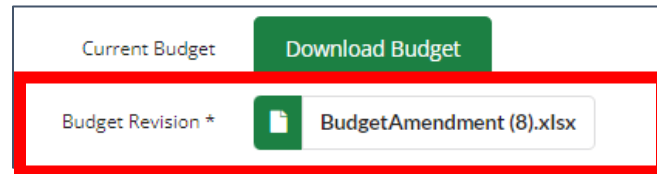


6. Choose the item(s) to be amended from "Category" column in downloaded budget – **do not add additional categories**
7. Enter total proposed amended amount(s) in "Total Budgeted (Direct Cost)" column

**Important File Reminders:**

- Do not change the column headers text
- Do not delete the columns identified with a \*
- Actuals columns are for reference only and changing in the spreadsheet will not result in any changes in AmpliFund
- Grant Budgeted column is for reference only and changing in the spreadsheet will not result in any changes in AmpliFund

8. Save the File
9. Upload saved version of the file



10. Add Summary of Changes Narrative

Summary of Changes Narrative\*

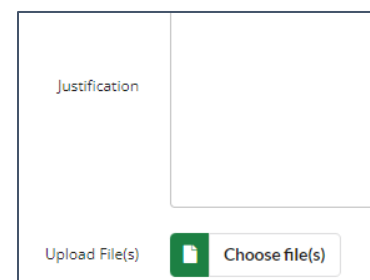
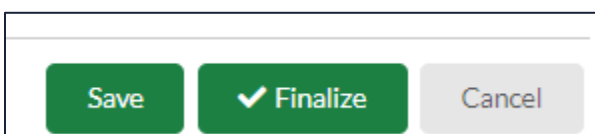
Add explanation of proposed changes within this field

11. Review the Summary of Proposed Changes

*If you need to make further edits, go back to the saved excel file, adjust as needed and re-upload excel file to the amendment.*

12. Add Justification or Upload File(s) as needed

13. Click Save to return and finish later or Finalize to update the grant budget



14. Grantee will be notified the status of the amendment request via AmpliFund