Budget Revision Request Checklist

If you find that after the start of the grant that you need to make a change to your budget for any reason you will need to submit a budget revision request. A budget revision is required if any line items in any categories are going to alter from the approved items or amounts. Example: If you budgeted for mileage for a meeting but then the meeting is cancelled and you want to use the funds for another reason – you will have to do a budget revision.

Important Information:

- The budget revision MUST be submitted and approved by ICJIA before you expend the funds for the revised items. If you expend them before the approved budget revision you may not receive reimbursement for those expenses.
- Ensure that with your budget revision you made all changes that were needed at the time. You want to avoid having to do multiple budget revisions because you accidently forgot a change on the previous revision.
- Budget revision requests can be submitted anytime during the grant period but MUST be submitted no later than 60 days from the end of the grant.
    - Example: If your grant period ends on June 30th your budget revision must be submitted to ICJIA staff on or before May 1st.

CHECKLIST	
☐ **Budget Revision Form**	Please fill this out completely. Be sure to provide detailed explanation of the changes you are requesting for each category. Make sure it you are describing the changes by line item. Ensure that the chart on the last page is filled out and include original and revised amounts for all categories (the revised will remain the same if there was no requested change). Sign and submit.
☐ **Marked-Up Budget**	Using your approved Excel version of your budget. You need to do the below steps and submit with your budget revision form to Lacey: • Line out line items that you are removing/changing ex: ~~paper~~ • Add all new/updated line items in RED ex: postage • Line out the narrative for the items you are removing/changing • Provide an updated narrative for the new/updated line items. ICJIA needs to know exactly what you are requesting to add and what you are removing