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## Vermont 21<sup>st</sup> Century Community Learning Centers Grant Amendment Guidelines

### Purpose

The purpose of submitting a grant amendment is to assure that the federal requirements are being followed, that the goals of a project are being followed, and to inform and receive approval from the Vermont Agency of Education for any substantial project changes.

### When to Submit an Amendment

- A change to the grant’s scope of work or;
- A budget shift of 10% or more in any one GMS code row or;
- A new code is requested for expenditure; or;
- A shift of more than 35% in any GMS *budget summary* tab fields (e.g. see fields below):

Remove blank rows from display:  Yes  No

Code	Activity Description	100 - Personal Services Salaries	200 - Personal Services Employee Benefits	300 - Purchased Professional and Technical Services	400 - Purchased Property Services	500 - Other Purchased Services	600 - Supplies	700 - Property	730 - Equipment	800 - Subgrants and Misc	900 - Other Items	TOTAL
1000	Instruction	72,000.00	7,200.00									79,200.00 39.60 %
2190	Other Support Services - Students	48,600.00	4,860.00	12,240.00								65,700.00 32.85 %
2495	Administration of Grants	31,000.00	3,100.00			1,000.00						35,100.00 17.55 %
2716	Extra/Co-Curricular Transportation					20,000.00						20,000.00 10.00 %
Subtotal		151,600.00 75.80 %	15,160.00 7.58 %	12,240.00 6.12 %		21,000.00 10.50 %						200,000.00 100.00 %
Total Budget												200,000.00

- Last date for amendments are due April 1 annually

### Process to Submit an Amendment

- Contact the 21C Coordinator to receive guidance on the needed description to justify the proposed changes within GMS in clear concise language
- Prepare an amended working Excel project budget showing the changes to be submitted in GMS.
- Submit within the online [Grants Management System](#)

## **Change of Scope Amendments**

Changes to a scope of work include major changes to an approved application. Contact the state coordinator if you are unsure if an anticipated change requires an amendment. Change of scope amendments include:

- Any change to transportation
- Any change or initiation of fees or donations
- Any shift in program approach
- Any change in program days offered
- Any shift in site coordinator or project director structure or paid hours
- Any new positions created
- Any change to program schedules
- Any change to site or center location including if temporary due to renovations
- Consolidation of programs or sites
- Major changes to summer programs
- Any other substantial structural shifts

## **Caution**

Do not expend dollars for which you do not have approval; this puts the funds at risk of an audit exception. You may not expend first and receive a “post-dated” approval after expenditure has already occurred. If changes are anticipated, ask early, submit first, and expend later. Any major changes should allow plenty of lead-time to receive approval. For example, do not submit amendments for summer program changes in June after the April 1 deadline.