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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 of any substantial project changes.

### When to Submit an Amendment

- A budget increase of \$1000 or more but less than the 10% rule (see below) is projected to be expended to a current line; or
- A new line is requested for expenditure; or
- A change to the grant's scope of work is contemplated.

### Grant Amendment Process

#### New Line or Changes More than \$1000 but Less than the 10% Rule

- Contact the [state coordinator](#), 802-479-1396
- In the email subject line type "grant amendment request (month/day/year)"
- Describe and justify the proposed changes within the email in clear concise language
- Attach an amended working budget with a new 'amendment' column showing the new budget side by side with the original approved budget
- Approvals will be delivered by email. A phone conversation may be requested.

#### A Change of Scope Amendment

Changes to a scope of work includes major programming changes, changes to employee pay or hours, adding new employees or jobs, addition or subtraction of work with major partners, or other major strategic or structural changes in approach. Always contact the state coordinator if a change of scope amendment is being considered.

#### 10% Rule Comes into Effect

10% Federal rule: As an example, if the award is for \$50,000, any single budget line change within a single *Grantium* budget line over \$4999 (10% of the total) automatically requires an amendment and approval before the expenditure can occur. A new amendment and award within *Grantium* will need to be submitted and approved. Always contact the state coordinator before submitting an amendment in *Grantium*. 10% changes are exceedingly rare in VT 21c programs.

### 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.