PC/FCC-LIDC-HNRC Grant Budget Amendment Request Process

This process outlines the required steps for submitting a grant amendment request.

If you need to adjust your grant by more than 10% in any category or you need to add a line item (employee, subcontract, supply, etc.), you will need to do a Budget Amendment. All amendment requests must include an updated budget document and a brief written explanation of the requested change.

1. Prepare an amended budget and save the budget file using the following naming convention: **"Amended CLINIC NAME GRANT Budget FY27."**
   For Grant Use FCC or LIDC or HNRC
2. Draft an email that includes the reason for the amendment request, a summary of the specific change being requested, and the effective date of the request.
3. Attach the amended budget to the email and submit both to the appropriate AP email inbox.
   Primary Care Grant: FCC-AP@wafcclinics.org
   Low Income Dental Clinic Grant: LIDC-AP@wafcclinics.org
   HNRC Grant: HNRC-AP@wafcclinics.org
4. Copy the Grant Administrator on the email submission for tracking and follow-up purposes.
   Grant Administrator: Shelby.miller@wafcclinics.org

Final Approval: You will receive an approval email once the amendment request has been approved.

Please note that a budget amendment may only modify the allocation of funds among approved budget line items or categories within an awarded grant. Budget amendments may not increase or decrease the overall grant award amount established in the fully executed Subgrant Agreement.