Grant Budget Revisions Quick Guide

A more in-depth guide and other helpful hints can be found on the ADE Educator & School Excellence website. To find this resource, [CLICK HERE](#) to navigate to the Title I-A page. Select the Resource Links drop down menu and open “Grant Revisions Helpful Hints”.

Use the following checklist to guide you as you begin the revision process. This checklist is especially helpful when revising the grant due to Final Allocations or Carryover.

<table>
<thead>
<tr>
<th>Revisions Checklist</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Check the Set-Asides page as the following SA’s are based on allocation amounts. Ensure all mandatory minimums are met: Family/Community Engagement, Homeless, Private Schools *</td>
<td></td>
</tr>
</tbody>
</table>
* [CLICK HERE](#) to view the Equitable Services page on the ADE website where you will find guidance, resources, and proportionate share information. |
| 2. Move to the PPA page. | 
- Take note of any School Site budgets that may have increased due to additional monies awarded. |
* [CLICK HERE](#) for a reference guide regarding appropriate coding, tagging, and required Action Steps for the LIAP and SIAP |
| 3. Update your Budget and Budget Narratives* as necessary. | 
- Make sure any changes in the narrative align to the Line-Item Totals |
| 4. Check the Budget, a remaining balance of zero is necessary | 
| 5. If items are added or deleted from the budget, you will want to check and realign the following pages of the grant: Program Details, SIAP*, LIAP* | 
* [CLICK HERE](#) for a reference guide regarding appropriate coding, tagging, and required Action Steps for the LIAP and SIAP |
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Revisions Example #1:

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Function Code</th>
<th>Project Time (FTE)</th>
<th>Quantity</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 - Salaries</td>
<td>2100.2200.2600.2700 - Support Services (Students, Instr. Operation, Transport.)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Revision #1 9.2.21**

**Revision #2 10.14.21 salary & position updates**

ABC Middle School - $82,425 **$89,425**
Instructional Coach 1.5 FTE

ABC Middle School - $37,027.00
Data Clerk
0.5 FTE Instructional Coach

ABC Elementary School - $33,619.00 **$0**
0.5 FTE Instructional coach

Don’t forget to number and date the revision.

**Revision #3 4/21/2022**

**Revision #4 8/22/2022**

DO NOT remove or change the original Narrative Description.

If you need to remove an item from the budget, indicate so by using a $0 amount or adding a note the item was removed.

**Use color to highlight the revision number. Use that same color to identify any changes made in the narrative.**

Revisions Example #2:

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Function Code</th>
<th>Project Time (FTE)</th>
<th>Quantity</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 - Other Purchased Services</td>
<td>1000 - Instruction</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Revision #1 - 8/6/2021**

**Revision #2 - 1/11/2021**

**Revision #3 - 4/21/2022**

**Revision #4 - 8/22/2022**

**NOTE: Printing cost breakdown follows the updated BUDGET NARRATIVE GUIDANCE**

**ABC Elementary**

Printing services for supplemental instructional materials (math/reading workbooks), and Boystown and PBIS materials such as signs and posters. Printing @ $0.10/sheet black and white; $0.25/sheet for color; Signs @ $1.00-$3.00; Posters @ $2.50-$15.00; Binding @ $0.15

TOTAL= $5,000 **NEW TOTAL= $5409.21**

**ABC Middle School**

Add printing services for supplemental instructional materials (math/reading) to support reading/math instruction (workbooks, flashcards, etc.) and PBIS instruction (signage, tickets, etc.) Printing @ $0.10/sheet black and white; $0.25/sheet for color; Signs @ $1.00-$3.00; Posters @ $2.50-$15.00; Binding @ $0.15

TOTAL= $3,000 **NEW TOTAL = $9,000** **NEW TOTAL = $8,598.25**

**ABC High School**

Printing services for supplemental instructional materials (math/reading workbooks) and PBIS/Boystown materials (signage, instructional workbooks, etc.) Printing @ $0.10/sheet black and white; $0.25/sheet for color; Signs @ $1.00-$3.00; Posters @ $2.50-$15.00; Binding @ $0.15

TOTAL= $2,964.56 **NEW TOTAL= ($1,738.22)** **NEW TOTAL= ($217.80)**