

INSTRUCTIONS FOR PREPARATION OF GRANT AMENDMENT FORM

PART I: GENERAL INFORMATION

College/Unit	Indicate the name of the college/unit submitting the grant amendment. If the grant includes multiple colleges/units, indicate all that are involved.
Grant Program Name	Indicate the name of the program which funded the proposal. The name should be the same as that used on the Grant Submission & Acceptance Form. Example: Fund for Student Success (FSS)
Project Title	Indicate the title given for the project at the time the proposal was submitted. The name should be the same as that used on the Grant Submission & Acceptance Form.
Project Director	Indicate the name of the person who is in charge of the project. This will likely be the same as the name that appeared on the Grant Submission & Acceptance Form.
Responsible Administrator	Indicate the name of the administrator responsible for overseeing the project.
Funding Agency	Indicate the name of the agency which funded the grant.
Funding Agency Grant Number	Indicate the grant number assigned by funding agency.

PART II: FIRST GRANT AMENDMENT

Submission Deadline	Indicate the date the amendment request is due to the funding agency or must be postmarked.
Requested Amendment Change	Check all the amendment changes that apply to your project. Attach all requested materials. NOTE: If the budget change you are requesting represents a shift of funds within the current budget and includes no additional funds, use this form. If the budget change includes additional funds, use the Grant Augmentation Form.
Submit Amendment To	Indicate the contact person and address to which the amendment request is to be submitted.
Form of Delivery & Delivery of Augment	Indicate if amendment needs to be mailed, hand-delivered and the preferred entity responsible for mailing/delivery.
Approval	Approval for the amendment is required from the college and district levels. If a grant involves more than one college/unit, the lead college/center is responsible for obtaining signatures from all participating colleges/units.

PART III: SECOND GRANT AMENDMENT

This part is to be completed if there is a second amendment to the grant. If there are more than two amendments, submit a second Grant Amendment Form and note the number of the amendment on the form in Part II or III.	
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