

New Generation of Educators Initiative

Budget Revision Request Guidelines: Year 1

The Foundation understands that there may be times when you would like to reallocate grant funds either from one line-item to another or to a newly identified need. In order to account for adjustments you might need to make to be responsive to changing needs and your local context, we offer the following guidelines for changes to your NGEI project budget:

- Any change to the plan/budget that introduces a new component or a significant shift needs to be discussed with the Foundation Program Officer in advance.
- Budget changes for specific *line items* can be made at your discretion if they are $\leq 10\%$ of the approved line item budget amount, not to exceed \$50,000.
- Any change of $\geq \$50,000$ should be discussed with Foundation Program Officer.

It is our intention that, to the extent possible, similar Budget Revision policies will be applied to sub-awards to school district partners. Please continue to inform the Foundation of these changes via an email to Macy Parker, but it is not necessary to request approval. However, you should keep an electronic trail in order to include all changes when you submit budget reconciliations with the grant reports.

As a reminder, final requests for approval of no cost extensions (or rolling forward of funds) will not be considered beyond March 2018. Initiative grant funds may not be extended beyond the end of calendar year 2019.

Please ask the PI to contact Macy Parker or Jana Luft with any questions. We will monitor the implementation of the Guidelines to determine whether revisions are needed in subsequent periods.

Thank you for all your good work on the grant.

Updated: 9/27/2016