

# Summer Reading Mini-Grants:

## Changes to an Award

Sometimes circumstances arise that require a library to alter planned activities and/or spending. **Grant amendments are requested when a grantee needs to change their project activities or alter their approved budget.** Amendments require **pre-approval** from OLIS, as well as a formal **process through eCivis**.

### To amend or not to amend?

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Certain changes do **not** require an amendment:

- Buying more or less of approved item(s) due to changes in need or cost.
- Swapping out item(s) for something comparable to deliver an **approved** program or service (ex. acrylic instead of watercolor paint, storage bins instead of bags, etc.).
- Securing a different presenter to deliver an **already approved program** (ex. Presenter A cannot present a program teaching children to play chess so the library hires presenter B to deliver the same program).
- Underspending one budget category without a corresponding overspend in another category (i.e. underspending your grant).
- Going over budget in one category without a corresponding underspend in another category (when you file your financial report you may report the overspent money as a match).

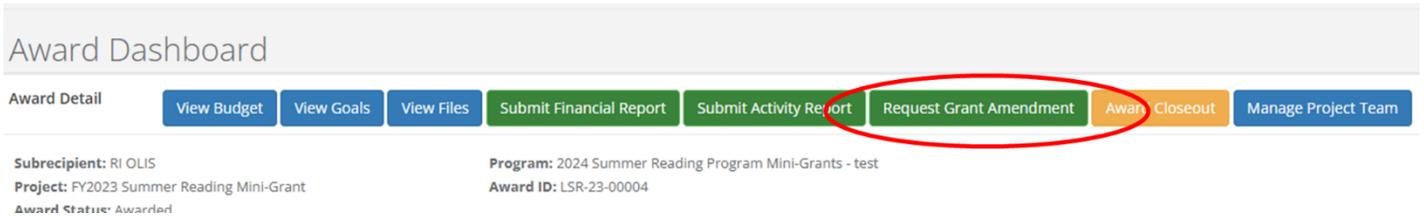
Changes that require an amendment include:

- Purchasing **non-approved** items.
- Replacing a program presenter with **non-approved** presenter to deliver a **non-approved** program.
- **Completely changing** planned activities.
- Shifting funds between budget categories, from supplies to services or vice versa.
  - Even small **changes to budget categories** (shifting any funds at all) **require a change in eCivis** due to the financial report structure in eCivis.

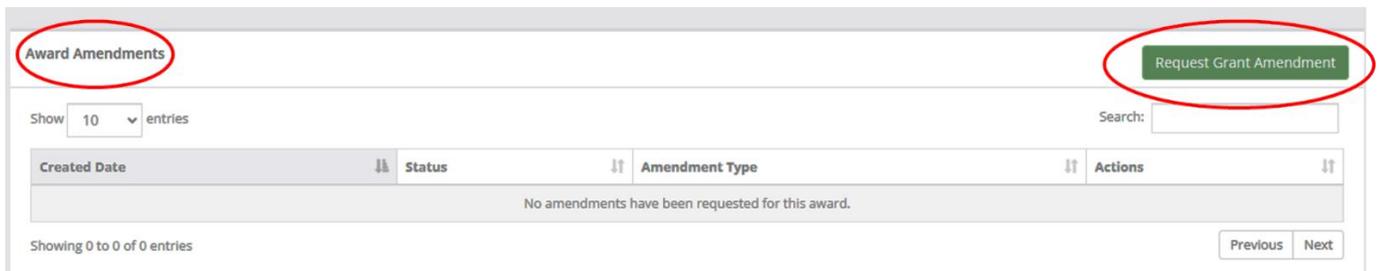
Have to make some changes and not sure if you need to file an amendment? **Always contact OLIS!** Un-approved changes to project budgets and activities may result in loss of grant funds. OLIS staff can provide informal approval for changes that do not require an amendment or guide you through the process of filing an amendment if needed.

# File an Amendment

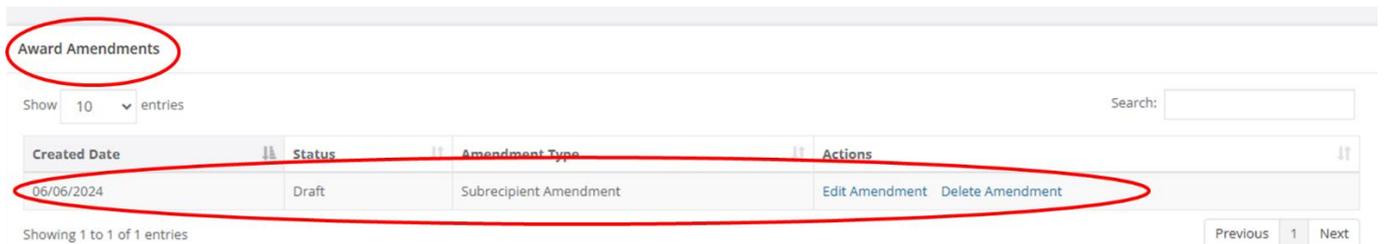
- Contact an OLIS grant team member **before** you file amendment in eCivis to get pre-approval for your requested changes and to determine if you need to file an official amendment through the system.
- In your Award Dashboard, click **Request Grant Amendment** from the buttons across the top.



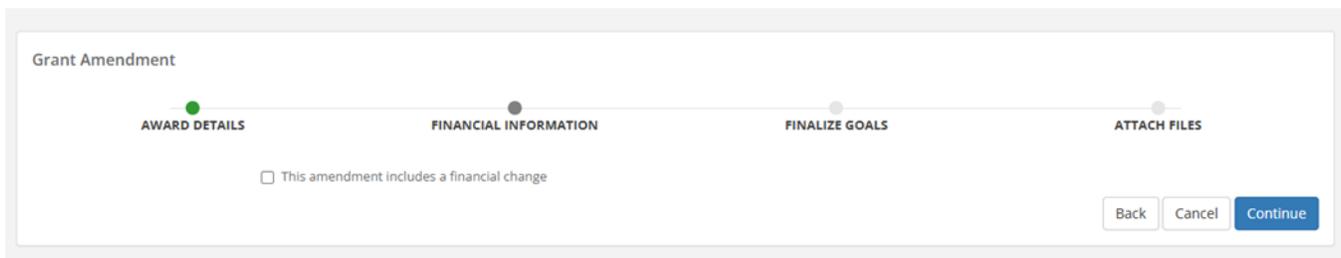
- You may also scroll down your Award Dashboard to the **Award Amendments** section and choose **Request Grant Amendment** here.



**Missing the Request Grant Amendment buttons across the top?** That means you already have an **unsubmitted draft** amendment or **unapproved** amendment request in the Award Amendments section. Scroll down to either delete or edit that request.



- You will need to navigate through four screens in the amendment: award details, financial information, finalize goals, and attach files.



- The award details will be pre-filled. Do not touch this information and click **continue**.

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION FINALIZE GOALS ATTACH FILES

Please edit the appropriate information below.

Organization Name: \* [pre-filled]

Project Name: \* [pre-filled]

EI [pre-filled] (12-1234567)

Performance Period End: \* [pre-filled]

[Save] [Cancel] [Continue]

- Check the **“This amendment includes a financial change”** box. This triggers eCivis to open your budget for editing.

Grant Amendment

AWARD DETAILS FINANCIAL INFORMATION

This amendment includes a financial change

- Checking the box will open your **award budget**. There are three sections of the Budget: the Budget Summary, Budget Items, and Budget Narrative.
  - You **cannot and do not need to edit the Budget Summary**, it is automatically calculated by the information in the Budget Items section.
  - If you are requesting **any** shift (even \$1) between **budget categories**, you will need to edit the budget categories in the **“Budget Items”** section to reflect the shift.
  - If you are requesting changes to what supplies, presenters or programs you will be offering but **not shifting money** between categories, scroll past the chart and edit the **narrative** only.

This amendment includes a financial change

Budget Summary

\$900.00	Total Direct	
\$900.00	Total Indirect Costs	
\$900.00	(indirect)	

- When editing a budget category, you will find the Direct Cost field grayed out; you cannot enter any numbers there. **The category name is a link, which you must click to open the budget chart.** Update the Cost column to indicate the new totals for the request. You must do this for both the category you are adding to and the category you are taking away from.

**5. SUPPLIES** ← **CLICK HERE!**

	<u>Ext Cost</u>	<u>Direct Cost</u>	<u>Ind Cost</u>	<u>Cost Share</u>
<b>SUPPLIES Totals:</b>	\$0.00	\$700.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Youth Supplies	Supplies for STEM and Collage programs	0.00	\$0.00	\$0.00	\$700.00		Direct Cost

**EDIT THE COST**

If you are not amending two budget categories, ask yourself, do I even need amendment?

- You **must save** the **Budget Items chart separately** from the narrative. You will find the Save Changes button below the chart but above the Budget Narrative.

**Save Changes** **Discard Changes**

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**Budget Narrative**

Enter your budget narrative below.

</> H1 H2 H3 **B** *I* U [List Icons] [Link Icon]

- Edit the **Budget Narrative** to reflect the new items/services/presenters.
  - You do not need to explain how/why it is a change here, just update the narrative to include the actual purchases.
  - If you are shifting between categories because of changes in cost, but not making any changes to the actual items/services/presenters, then you will not need to make any changes to the narrative.

- Use the **continue** button to finalize the narrative; if you click save, you will be taken back to the Award Dashboard and will need to navigate to the Award Amendments list and select “Edit Amendment” to continue (also, of course, you can click save if you plan to finish later).

Budget Narrative

Enter your budget narrative below.

</> H1 H2 H3 **B** *I* U [List Icons] [Link Icon]

Youth: the library will purchase supplies for STEM programs including magnetiles, and squishy circuits; the library will purchase supplies for collage programs including paper, glue, glitter and paint brushes.

Adult: the library will host a program with the Tomaquag Museum which will provide attendees with a first-person account of the history, culture and arts of the Eastern Woodland People.

7604 characters remaining

Back Save Cancel **Continue**

- Do **not** enter anything into any fields on the Goals page. **Scroll directly to the bottom and click Continue.**
- Explain the changes you are requesting and why in the required “**Amendment Narrative**” field. 1-2 sentences will suffice.

**Amendment Narrative.\***

You can include a narrative below with any extra information about the amendment.

</> H1 H2 H3 **B** *I* U [List Icons] [Link Icon]

- **Submit amendment** to send your request to OLIS for approval.

Back Save Cancel **Submit Amendment**

- OLIS might return your amendment request with instructions for additional changes or information as needed.
  - If the amendment is returned, you will need to scroll down on your Award Dashboard to the **Award Amendments** list and select **“Edit Amendment”** to make the changes and resubmit. DO NOT start a new amendment.

Created Date	Status	Amendment Type	Actions
06/06/2024	Draft	Subrecipient Amendment	<a href="#">Edit Amendment</a> <a href="#">Delete Amendment</a>

- Completing the changes will require you to go through the process of the amendment again and re-submit!

If you have an open, unapproved amendment or an unsubmitted draft amendment, this will stop you being able to submit additional amendments or financial reports, including the closeout.

- **Congratulations!** OLIS approves your amendment, and you are free to proceed with your new plan!

## Contact

Contact OLIS to determine if changes to your award are allowable and for guidance through the amendment process.

- Nicolette Baffoni, [Nicolette.baffoni@olis.ri.gov](mailto:Nicolette.baffoni@olis.ri.gov)
- Emily Goodman, [Emily.goodman@olis.ri.gov](mailto:Emily.goodman@olis.ri.gov)
- Danielle Margarida, [Danielle.margarida@olis.ri.gov](mailto:Danielle.margarida@olis.ri.gov)