# Introduction to Amendments

Amendments are changes to your existing grant that you can request through the Golden LEAF Grant Portal. Amendments include budget modifications, extension requests, and project modifications, e.g., changes to the purpose of the grant. This guide will walk you through the process of creating, submitting, and managing amendments for your grant.
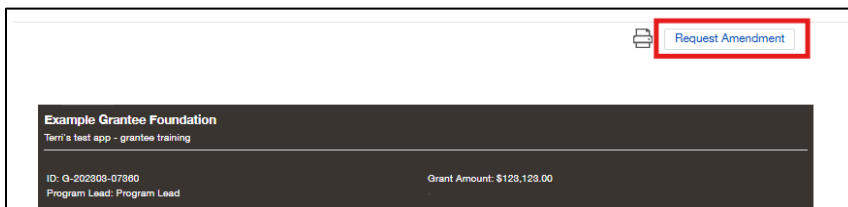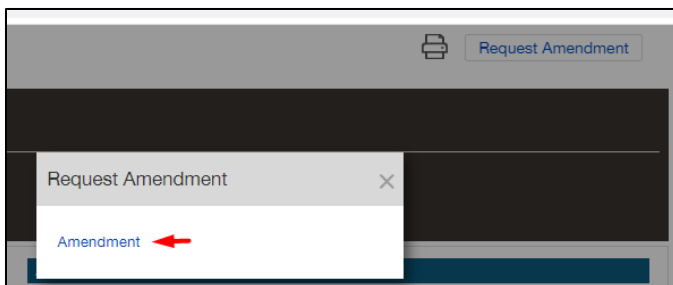
Contents

Creating an Amendment

1. Log in to the Golden LEAF Grant Portal.

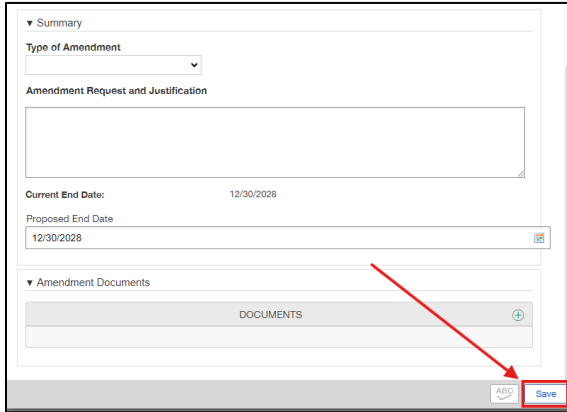2. Click on "Active" in the GRANTS section of the menu and select the grant you want to amend from the list.
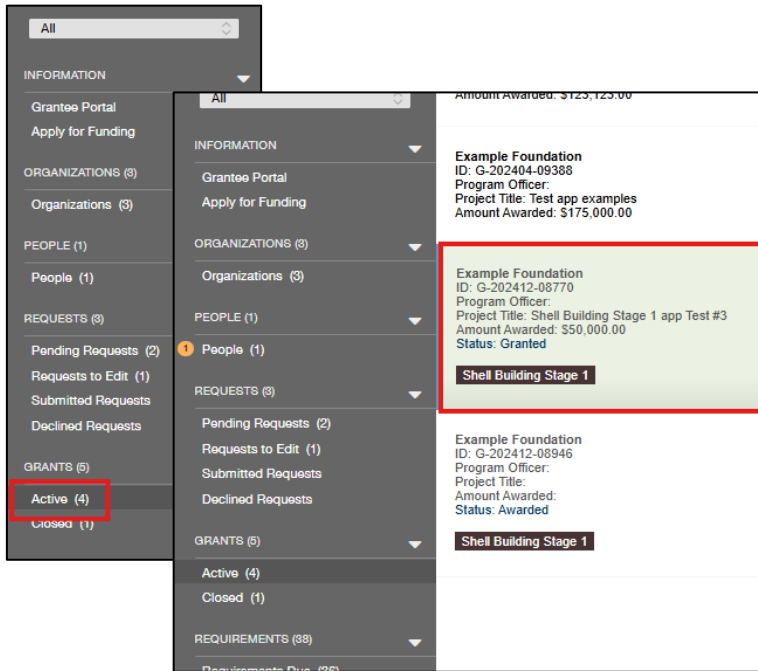
4. Click on the grant and select "Request Amendment
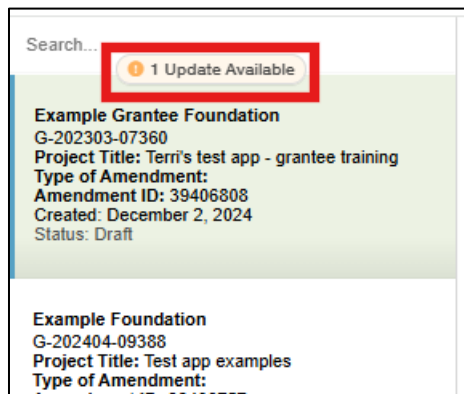

5. Click "Amendment" in the pop-up window.

6. Once the amendment has been generated you are able to fill it out. Click "Save" when you are ready.

Note: When you click "Save", the amendment window will close but the amendment is not yet submitted.

7. You can find your draft amendment under the "Amendments" section in "Drafts (Unsubmitted)" through the left hand side navigation menu. You may need to click "Update Available" to see the new amendment.

Editing an Amendment for Submission

1. Navigate to the "Amendments" section and click on "Drafts (Unsubmitted)"
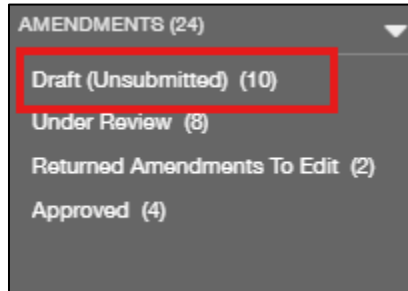
2. Review any "Notes from the Foundation" at the top of the amendment. (You might find comments here if Golden LEAF staff created the amendment for you.)

3. Click "Edit" in the upper right-hand corner.

4. Select the amendment type from the "Type of Amendment" dropdown menu.

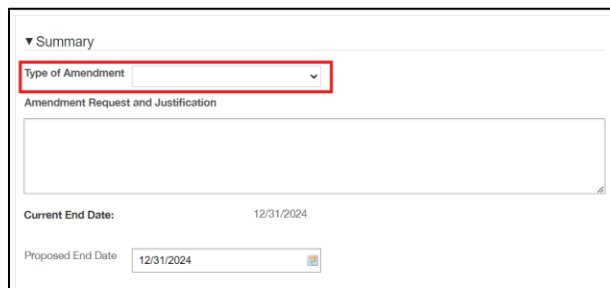5. Enter an explanation or justification for the request. <u>If you are doing budget modification this should be the same as the information entered into the budget modification in the Project Budget Excel workbook which you will also upload during this process.</u> For most grantees, the Budget Modification form is found on Tab 7 of the workbook.

6. If requesting an extension, enter in a Proposed End Date.

7. If requesting a budget modification, upload the completed Budget Modification request form **from the Project Budget Excel workbook for the project**.

Budget category	Current total project budget	Current Golden LEAF (GLF) budget	GLF budget category increase	GLF budget category decrease	Revised GLF budget*	Community College	Name of funding source 3	Name of funding source 4	Name of funding source 5	Name of funding source 6	Total revised project budget
			Revision Request								
Instruction	$27,127.80	$0.00			$0.00	$27,127.80	$0.00	$0.00	$0.00	$0.00	$27,127.80
Instructional Supplies/Items	$10,000.00	$10,000.00			$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00
Student Gear	$41,454.80	$41,454.80			$41,454.80	$0.00	$0.00	$0.00	$0.00	$0.00	$41,454.80
Active Training Equipment	$60,000.00	$60,000.00			$60,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$60,000.00
0	$0.00	$0.00			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0	$0.00	$0.00			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0	$0.00	$0.00			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0	$0.00	$0.00			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$0.00						$0.00
					$0.00						$0.00
					$0.00						$0.00
*If GLF budget request approved by GLF	$138,582.60	$111,454.80	$0.00	$0.00	$111,454.80	$27,127.80	$0.00	$0.00	$0.00	$0.00	$138,582.60

		EXPLANATION/JUSTIFICATION OF REQUEST:	GOLDEN LEAF APPROVAL:
Project File Number:			SIGNATURE
Name of Grantee:	Community College		
Project Title:			NAME
Form completed by:			
Signature:			TITLE
Title:			DATE
Phone:			
E-mail:			% of GLF budget / % of total budget
Date:			0.0% / 0.0%

8. Click "Save and close" in the lower right-hand corner.

9. Review the amendment one final time.

10. If you are the Primary Signatory or the Alternative Signatory that is designated on the grant you will be able to click "Submit" in the lower right-hand corner. If you are not a signatory, please have your signatory log into the system to submit the amendment.

Amendment Submission Notice

To submit your amendment, the Primary Signatory or Alternate Signatory will have to submit. The current signatories for this grant are:

*   **Primary Signatory:** Gran Tee
*   **Alternate Signatory:** Grantee Two

Note: The primary signatory and alternate signatory must be an employee or board member of the Golden LEAF grantee. Contractors cannot be signatories. The person submitting an amendment certifies that person is the signatory or alternate signatory and has the authority to submit the amendment on behalf of the grantee. Fluxx users must not share their login credentials with others. Using the login credential of another Fluxx user is a violation of Golden LEAF policies.

If a change is needed to who is listed as a Signatory, please reach out to us at GrantPortalHelp@goldenleaf.org.

Warning: You are not listed as a primary or alternative signatory for the associated grant and will not be able to submit.
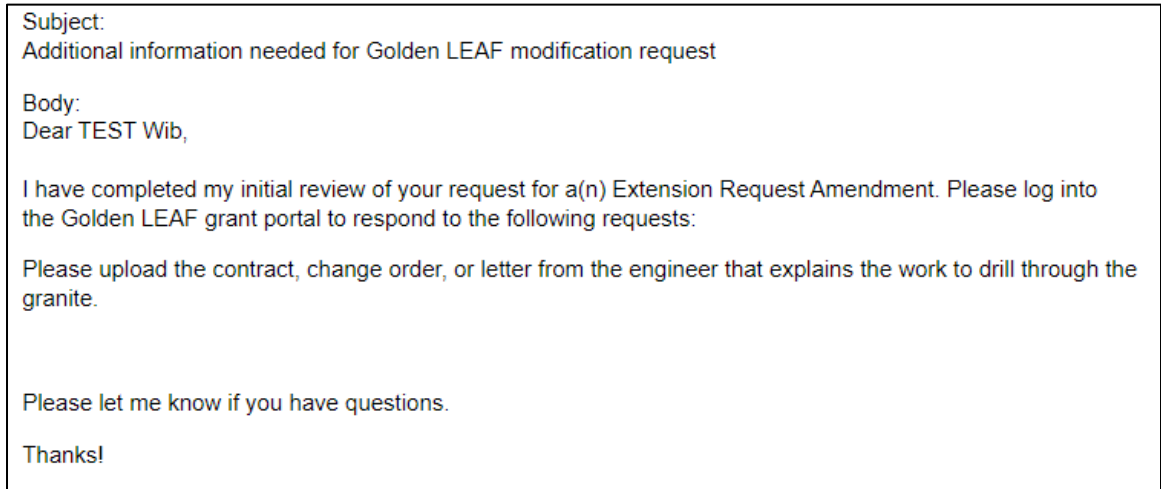
▼ Summary

|	
Created By:	Evan Benedict
Type of Amendment:	Extension Request
Amendment Request and Justification:	

Submit

Responding to Amendment Revisions

If Golden LEAF staff requires additional information:

1. You'll receive an email notification with notes from staff.


```
Subject:
Additional information needed for Golden LEAF modification request

Body:
Dear TEST Wib,

I have completed my initial review of your request for a(n) Extension Request Amendment. Please log into
the Golden LEAF grant portal to respond to the following requests:

Please upload the contract, change order, or letter from the engineer that explains the work to drill through the
granite.



Please let me know if you have questions.

Thanks!
```

2. Log in to the Grant Portal and go to the "AMENDMENTS" section using the left-hand side navigation menu.

3. Click "Returned Amendments To Edit".
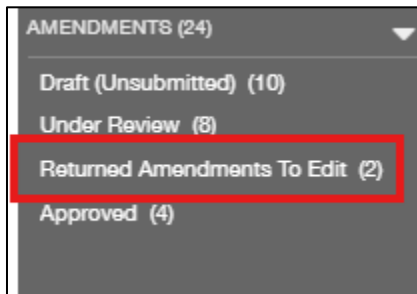
4. Select your amendment from the list.
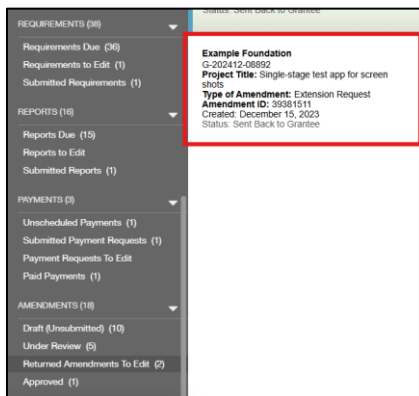
5. Review the "Note from the Foundation" section carefully. (You might find comments here if you previously submitted an amendment and Golden LEAF staff returned the amendment for more information.)

6. Click "Edit" and make the required updates.

7. Click "Save and Close" when you are finished making the updates.

8. If you are the Primary Signatory or the Alternative Signatory that is designated on the grant you will be able to click "Submit" in the lower right-hand corner. If you are not a signatory, please have your signatory log into the system to submit the amendment.
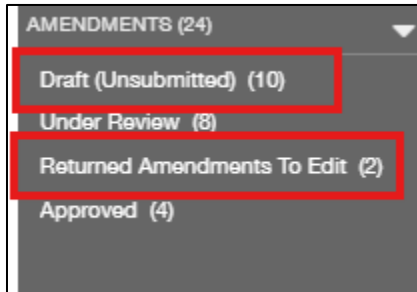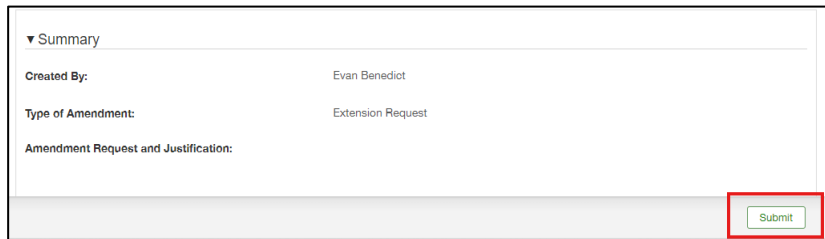
Submitting an Amendment

If you are the Primary Signatory or the Alternative Signatory that is designated on the grant you will be able to submit an amendment.

1. Navigate to the "Amendments" section and click on "Drafts (Unsubmitted)" if the amendment has yet to be submitted or "Returned Amendments To Edit" if the amendment has been sent back.

2. Review the amendment and documents ensuring that all information is correct.

3. Click "Submit" in the lower right-hand corner.

Best Practices and Tips

- **Be thorough:** Provide detailed explanations in your justification field.

- **Double-check:** Review all information before submitting to avoid back-and-forth.

- **Stay organized:** Keep track of your amendment status in the portal.

- **Respond promptly:** Address revision requests as soon as possible to avoid delays.

- **Previous Grantees:** For amendments you are no longer required to upload excel worksheets for Project Modifications and Extensions. Budget forms no longer need a signature and an excel version can be uploaded directly to the portal.

Contact Information

For assistance with the creation of amendments or other portal-related questions, please contact us at GrantPortalHelp@goldenleaf.org

For questions about the substance of modifications or extension requests, please contact your Program Officer.