



Introduction to Modifications

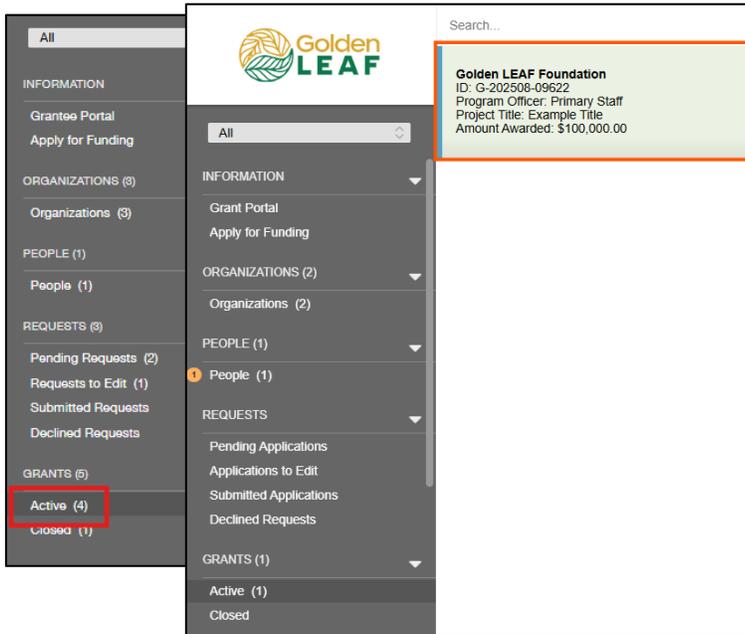
Modifications are changes to your existing grant that you can request through the Golden LEAF Grant Portal. Modifications include budget modifications, extension requests, and project modifications, e.g., changes to the purpose of the grant. This guide will walk you through the process of creating, submitting,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

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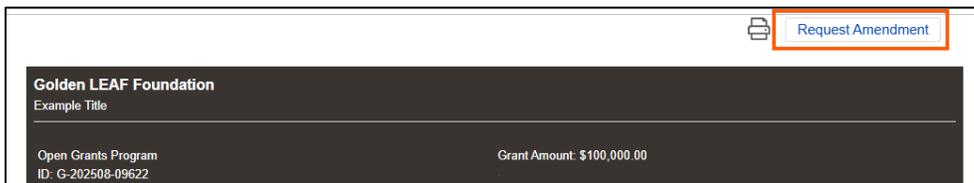
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Creating a Modification

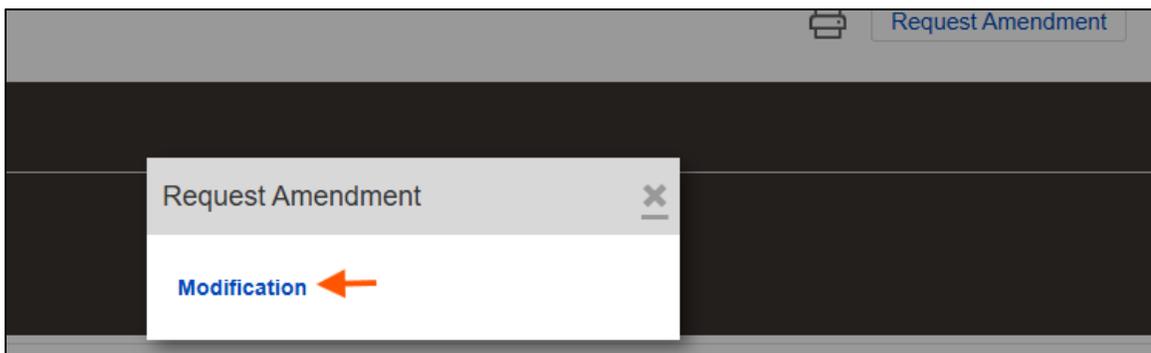
1. Log in to the Golden LEAF Grant Portal.
2. Click on "Active" in the GRANTS section of the menu and select the grant you want to amend from the list.



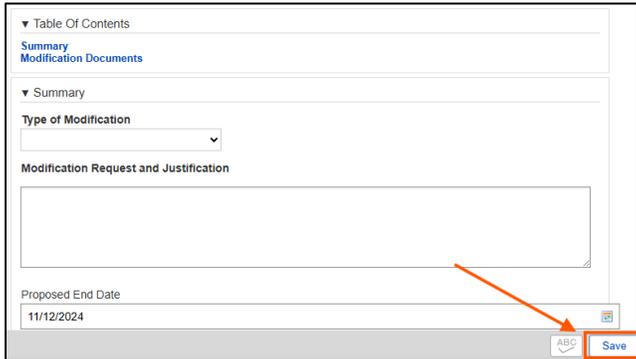
4. Click on the grant and select "Request Amendment"



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



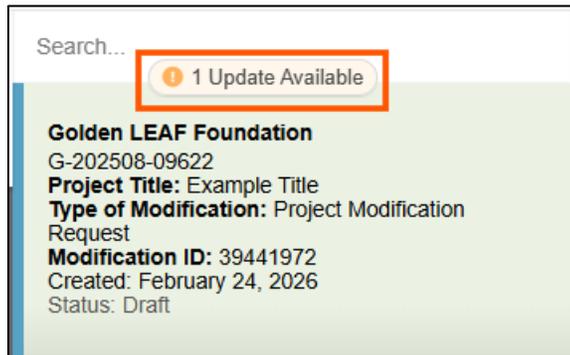
6. Once the modification has been generated you are able to fill it out. Click "Save" when you are ready.



The screenshot shows a web form for creating a modification. It includes a 'Table Of Contents' section with 'Summary' and 'Modification Documents' links. Below is a 'Summary' section with a 'Type of Modification' dropdown menu and a large text area for 'Modification Request and Justification'. At the bottom, there is a 'Proposed End Date' field with the value '11/12/2024'. A red box highlights the 'Save' button at the bottom right, with an orange arrow pointing to it from the text area.

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

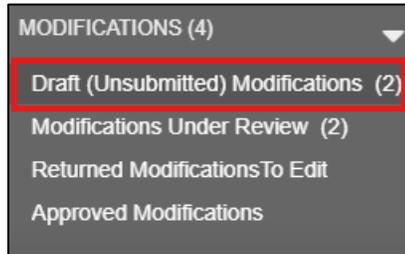
7. You can find your draft modification under the "Modifications" section in "Drafts (Unsubmitted) Modifications" through the left hand side navigation menu. You may need to click "Update Available" to see the new modification.



The screenshot shows a search results page. At the top is a search bar with the text 'Search...'. Below it is a notification box with an information icon and the text '1 Update Available'. The main content area displays details for a modification: 'Golden LEAF Foundation', 'G-202508-09622', 'Project Title: Example Title', 'Type of Modification: Project Modification Request', 'Modification ID: 39441972', 'Created: February 24, 2026', and 'Status: Draft'.

Editing a Modification for Submission

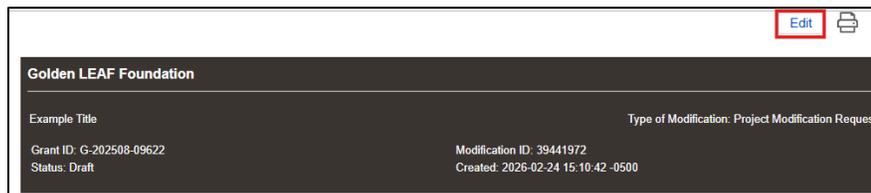
1. Navigate to the "Modifications" section and click on "Drafts (Unsubmitted)"



2. Review any "Notes from the Foundation" at the top of the modification. (You might find comments here if Golden LEAF staff created the modification for you.)



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



4. Select the modification type from the "Type of Modification" dropdown menu.



9. Review the modification 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 modification.

Modification Submission Notice

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

- **Primary Signatory:**
- **Alternate Signatory:**

Note: The signatory and alternate signatory must be an employee or board member of the Golden LEAF grantee. Contractors cannot be signatories. The person submitting an modification certifies that person is the signatory or alternate signatory and has the authority to submit the modification 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 Signatory or Alternate Signatory for the associated grant and will not be able to submit.

▼ Summary

Created By: Evan Benedict

Type of Amendment: Extension Request

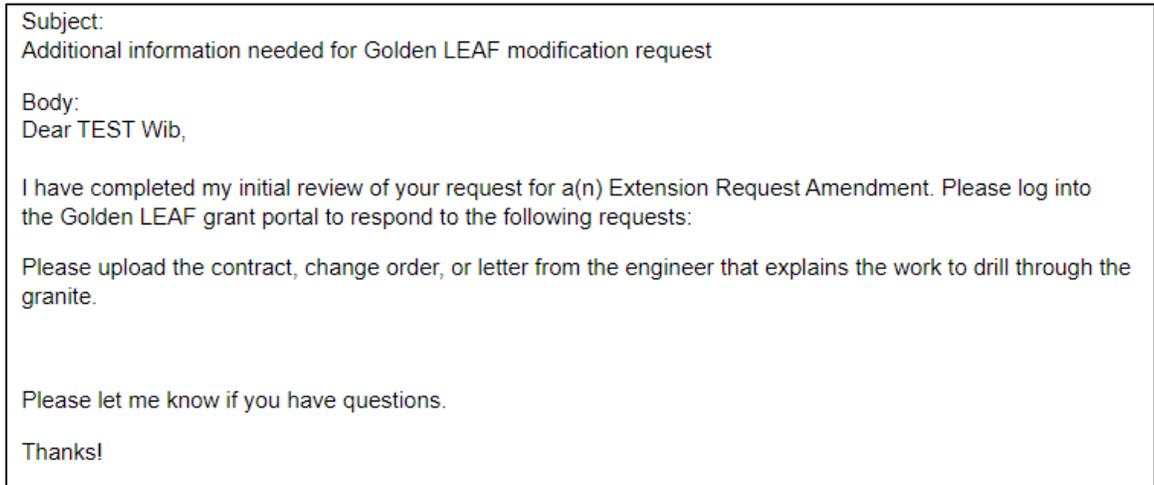
Amendment Request and Justification:

Submit

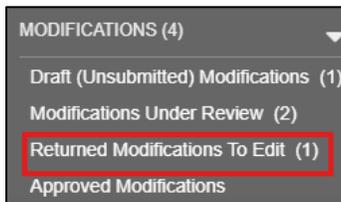
Responding to Modification Revisions

If Golden LEAF staff requires additional information:

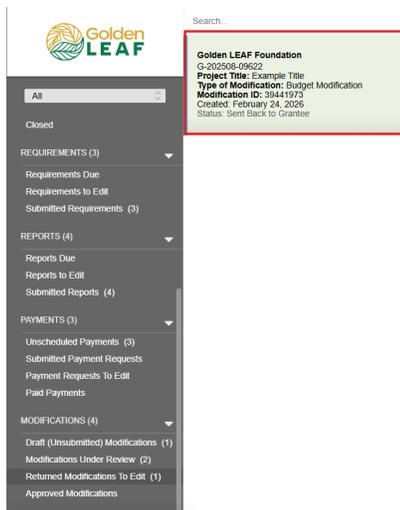
1. You'll receive an email notification with notes from staff.



2. Log in to the Grant Portal and go to the "MODIFICATIONS" section using the left-hand side navigation menu.
3. Click "Returned Modifications To Edit".



4. Select your modification from the list.



5. Review the "Note from the Foundation" section carefully. (You might find comments here if you previously submitted a modification and Golden LEAF staff returned the modification for more information.)

The screenshot shows a dark grey header for "Golden LEAF Foundation". Below the header, there is a section with "Example Title" and "Type of Modification: Budget Modification". Further down, it displays "Grant ID: G-202508-09622" and "Status: Sent Back to Grantee" on the left, and "Modification ID: 39441973" and "Created: 2026-02-24 15:13:00 -0500" on the right. A yellow box with a red border highlights a "Note from the Foundation" section containing the text: "Note to Foundation: Please upload the updated budget documentation."

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

This screenshot is identical to the previous one, but a red box highlights the "Edit" button in the top right corner of the page.

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

The screenshot shows a horizontal bar with four buttons: "Cancel", "ABC" (with a checkmark icon), "Save", and "Save and Close". A red box highlights the "Save and Close" button.

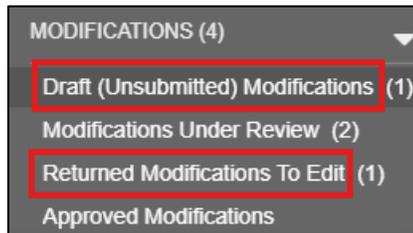
8. If you are the Primary Signatory or the Alternative Signatory that is designated on the grant you will be able to click "Submit" in the lower right-hand corner. If you are not a signatory, please have your signatory log into the system to submit the modification.

The screenshot shows a "Modification Submission Notice" in a box. The text reads: "To submit your Modification, the Primary Signatory or Alternate Signatory will have to submit. The current signatories for this grant are:" followed by a bulleted list: "• Primary Signatory: GOLDEN LEAF TEST GRANTEE" and "• Alternate Signatory:". A "Note" follows: "The signatory and alternate signatory must be an employee or board member of the Golden LEAF grantee. Contractors cannot be signatories. The person submitting a modification certifies that person is the signatory or alternate signatory and has the authority to submit the modification 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." At the bottom, it says: "If a change is needed to who is listed as a signatory, please reach out to us at GrantPortalHelp@goldenleaf.org."

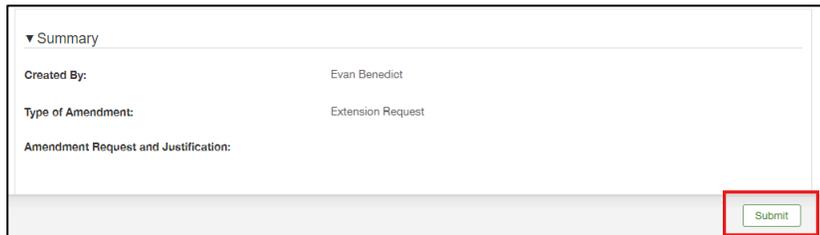
Submitting a Modification

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

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



2. Review the modification and documents ensuring that all information is correct.
3. Click "Submit" in the lower right-hand corner.

A screenshot of a form titled "Summary". The form contains the following fields: "Created By:" with the value "Evan Benedict", "Type of Amendment:" with the value "Extension Request", and "Amendment Request and Justification:". A "Submit" button is located in the bottom right corner of the form, highlighted with a red rectangular box.

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 modification status in the portal.
- **Respond promptly:** Address revision requests as soon as possible to avoid delays.
- **Previous Grantees:** For modifications 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 modifications 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.