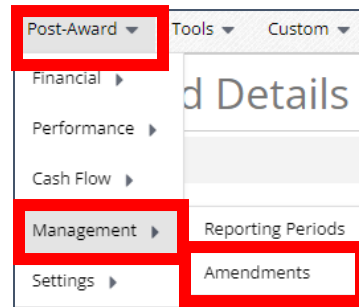# FY25 VCVA/DV Amendment Request

Criteria

a. **Request must be an approved line item from grantee's budget of record**
b. **Must be for current quarter**
c. **No requests will be accepted after June 30, 2025**

Discuss the amendment request with your grant monitor prior to submission

Submitting an Amendment Request in AmpliFund

Starting from **Grant Details** (Grant Management>All Grants>Click on applicable Grant Name)

1. Click on Post-Award>Management>Amendments

2. Click on the plus icon in the upper right-hand corner

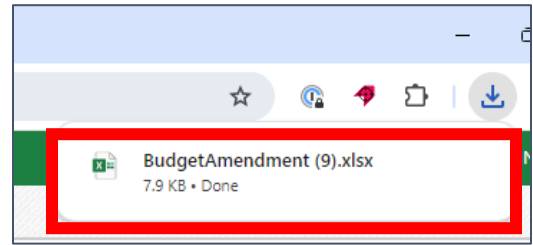3. Enter Amendment Request Name and check Budget under Areas to Amend

4. Click Download Budget

FY25 VCVA/DV Amendment Request

5. Open the excel file (if using Chrome will display in the upper right-hand corner of your browser to open)
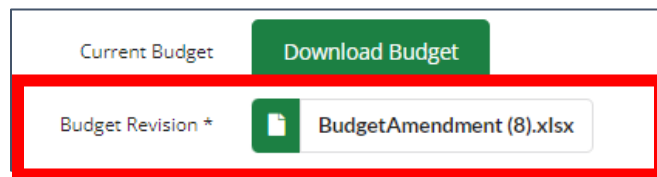

6. Choose the item(s) to be amended from "Category" column in downloaded budget **– do not add additional categories**
7. Enter total proposed amended amount(s) in "Total Budgeted (Direct Cost)" column
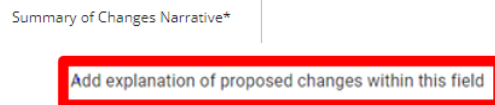
   Important File Reminders:

   - Do not change the column headers text
   - Do not delete the columns identified with a *
   - Actuals columns are for reference only and changing in the spreadsheet will not result in any changes in AmpliFund
   - Grant Budgeted column is for reference only and changing in the spreadsheet will not result in any changes in AmpliFund

8. Save the File
9. Upload saved version of the file
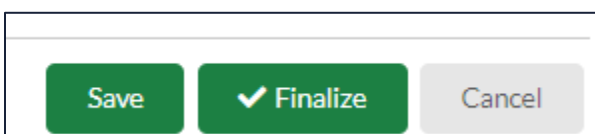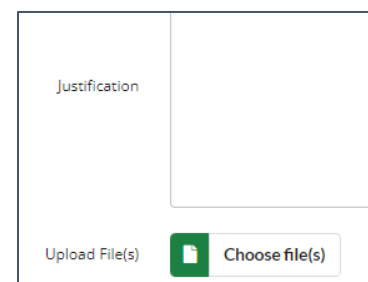

10. Add Summary of Changes Narrative

11. Review the Summary of Proposed Changes
    If you need to make further edits, go back to the saved excel file, adjust as needed and re-upload excel file to the amendment.

12. Add Justification or Upload File(s) as needed

13. Click Save to return and finish later or Finalize to update the grant budget

14. Grantee will be notified the status of the amendment request via AmpliFund