

May I revise my current grant budget?

Yes, you can change how funds are budgeted, but you can't increase or decrease your total budget amount.

How do I submit a revised budget?

Contact your grant manager if you plan to submit a revised budget. They will provide you with a copy of your approved PCL grant budget (Excel doc) and narrative budget justification (Word doc). They'll instruct you how to make changes to the Excel budget, and how to include an explanation of any changes in your narrative.

Revised budgets and explanations of revisions are due May 15, 2023. Grant managers will review your revised budget & narrative, and they'll notify you when your budget is approved.

Why would I need to submit a revised budget?

The flow chart on the next page helps you assess whether you need to revise your budget to bill PCL for all allowable expenses incurred in program delivery. Budget revisions are required if you need to do one or both of the following:

- **Add a line item** not in the approved budget. *Example:* Your grant budget does not have a line item for client assistance. You want to add it and use unspent funds from other line items.
- **Increase one of the budget categories by more than 10%** (or \$1,000, whichever is greater) by moving funds between budget categories: Personnel, Contractors, Other Program Expenses, and Administration. The amount budgeted to Administration cannot exceed 15% of all other costs (subtotal of Personnel, Contractors and Other Program Expenses). *Example:* Your grant budget is \$175,000. Due to hiring delays you will underspend in the Personnel category by \$3,500, **AND** you anticipate more Other Program Expenses than currently budgeted. You want to move the \$3,500 from Personnel to Other Program Expenses, which has a budget of \$25,000. This move will increase the Other Program Expenses budget by more than 10% (10% of \$25K = \$2,500). If you expect to underspend in Personnel, but anticipate Other Program Expenses to remain within budget, you do NOT need to revise your budget.

Do I need to submit a revised budget if my spending is very close to budget?

No. If your budget line items already include your planned costs, you don't need to revise. If your spending variance in budget categories won't exceed 10%, then you don't need to revise.

What if I'm not sure whether I need to revise my budget?

Contact your grant manager. Grant managers are available to help you figure out whether a revision is necessary **before** you start preparing the request.

Where can I find PCL's policies on allowable costs for grant budgets?

Budget Preparation Instructions and Guidance on Allowable Costs is available on PCL's website, [link here](#), or from your Grant Manager.



Steps to determine whether to submit a revised annual grant budget for current fiscal year

