

**Grantee Instructions:**

-Enter the Grant Program, Grantee Name, Contract ID, Revision Number, and Submission Date into the corresponding fields.

-Enter the budget line items and the corresponding budget amounts. These can be found on the budget portion of the grant contract in the "Budget Line Item" column or from the "Grant Budget" tab of your invoice template. Then, enter the requested revised budget amounts for each budget line item.

-Enter any additional details or explanations in the notes field below.

-Submit the budget revision template to the ECD Grant Program Manager.

**Program Manager Instructions:**

-Review the submitted budget revision and sign next to "ECD Approval Signature" to approve.

-Send the completed budget revision form to your ECD Grants Coordinator for invoice template revision.

**Notes:**

