



## Instructions

### Grant Adjustment Notice Request – GAN

<http://mbcc.mt.gov/Funding/Forms-Info>

A Grant Adjustment Notice / Request (GAN) is completed when an agency is requesting a Budget Modification between Budget Category Line Items and/or an extension of the grant period. The GAN is completed by the subgrantee and e-mailed to MBCC's grant program and fiscal personnel managing the award.

A. The agency enters the appropriate information for each line:

**Subgrant #:** Award number assigned to the grant by MBCC – 18-G01-12345.

**Agency / Project:** Agency requesting the GAN and the project name.

**Date:** Date the GAN is being created.

**MBCC Contact:** Grant program and fiscal personnel responsible for the grant.

B. Section B contains the actual budget approved by MBCC and changes being requested. It includes the federal and match amounts assigned to each line item and columns to adjust the budget.

**B1. Budget Category:** Also referred to as line items.

**B2. Current Budget Amount:** Current approved line item category grant amounts. These are from the most current approved Budget. Each line item amount includes Federal funds and/or Local Match funds. The Current Budget Amount is the total of B3 and B4.

**B3. Total Federal Amount:** Total federal funds awarded by MBCC for this grant by line item.

**B4. Total Match Amount:** Total match or local funds by line item required to be met during the project period.

**B5. Federal Adjustment:** Amount of federal funds requesting to be moved by the GAN. Complete this column to adjust the federal (MBCC funds) budget. Use a minus sign (-) to reduce a line item and a plus sign (+) to increase the line item. The totals of B5 and B6 must zero balance.

**B6. Match Adjustment:** Complete this column to adjust match. Use a minus sign (-) to reduce a line item and a plus sign (+) to increase the line item. The totals of B5 and B6 must zero balance.

**B7. Revised-Budget Amount:** The Revised Budget Amount shows the revised total for each line item after adjustments are made. The Revised Budget total (Column B7) is the total of B3 thru B6. The Total Revised Budget Amount (B7) must agree with the Total Current Budget Amount (B2).

C. Section C contains the signature of the awardee's Project Director and MBCC's Program and Fiscal Managers' approval or denial of the request (Yes / No) and signatures. The Date is the current date each person signs the document.

D. Comments: The comments box is used to explain the specific reasons a GAN is needed. The explanations need to be allowable and thoroughly detailed as to the reasons. If you are only requesting an extension, fill in the new end date of the grant; **Extension Request Date to:** \_\_\_\_\_ and complete the comments box as to why.

The GAN is approved when MBCC's program and fiscal staff have signed the form, noting approval. A copy of the signed, approved form, the Grant Adjustment Notification and a Subgrant History Report will be emailed to the project director. If the GAN is denied, the signed, denied form will be sent to the subrecipient with the reason by email.

\*GANs and Extension requests must be made in writing at least 30 calendar days before the end date of the subgrant award. Requests must include a narrative justification that provides complete details, including circumstances that led to the request, the effect a denial would have on the project/program.