The purpose of the revision justification form is to provide districts and schools with a streamlined revision request, ensure expenses are aligned with strategic goals outlined in the initial grant,and to track amendments made to budgets.

**The following guidelines should be followed when making a revision to School Improvement Grants:**

1. Complete the **Revision Justification Form** and email to the regional director assigned to your district. When completing the form the following must be addressed:
	1. Provide a narrative for **each** request explaining the rational for the revision. Indicate if the item is new or existing.
	2. Provide the name/type of **each** item being requested, quantity, and cost. A quote can be attached to clarify the request. **If the funds will be used for a specific school, indicate the name of the school.** If this is an existing item, indicate if the quantity and/or cost is an increase or decrease from the original amount. If this is a contract or professional development training, the name of the vendor and/or the name of the conference must be included in the narrative.
	3. Explain where the funds are being shifted from to cover any new expenses.
	4. Identify how the revision requests aligns to the original grant application. (EX: Alignment to a goal, strategy, lever of school improvement, or intervention outlined in the grant)
	5. OPTIONAL – The budgetary code (function and line item) for each request can be provided but is not a requirement.
2. The DST Team will review the request and approve or deny. The approved/denied signed form will be emailed back to the grant contact.
3. Upon approval, enter the budget revisions in ePlan. The original budget and any previous revisions **MUST** remain in the budget narrative. See example below:

**Original**

District data shows a need to provide an intervention classroom to provide more intervention time for those students who need it the most.

 ABC School

1 Projector @ $470.00

**Revision #1 – Increase line item by $2,457.99**

District data shows a need to provide an intervention classroom to provide more intervention time for those students who need it the most.

ABC School:

1 Projector @$470.00

1 Mobile Adjustable stand system for 75" ActivPanel= $1,099.99

XYZ School

1 Lenovo Think Centre M720q Desktop Computers @ $679.00 each = $1,358

**Revision #2 –Increase line item by $470.00 (Shifting funds from contracts to cover the increase)**

District data shows a need to provide an intervention classroom to provide more intervention time for those students who need it the most.

ABC School

1 Projector @$470.00

1 Mobile Adjustable stand system for 75" ActivPanel= $1,099.99

XYZ School

2 Lenovo Think Centre M720q Desktop Computers @ $679.00 each = $1,358

1 laptop mobile cart Unit Wireless Mobile Cart @ $470.00

1. Upload the signed/approved Budget Justification Form in related documents.
2. Click draft complete.

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| --- |
| Budget Revision Justification Form  |
| Date Submitted to TDOE  |  |
| Grant Name |  |
| District |  |
| District Grant Contact |  |
| School Name *(School-Level Grants Only)* |  |

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| --- | --- | --- |
| Budget Narrative and Rational | Identify how the revision request aligns to the original grant application (i.e., alignment to a goal, strategy, lever of school improvement, or intervention outlined in the grant). | Budget Code Functionand Line Item *(Optional)* |
| Ex: Existing item –Decrease contract by $5,000 due to cost for New Leader contract being less than estimated. (Please delete this example before submitting) | Ex: Goal 3 - Build leadership capacity by improving processes for selection, recruitment, and development for school leaders. **(Please delete this example before submitting)** | 72210-399**(Please delete this example before submitting)** |
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| --- |
| TDOE Comments |
| Date Received: |
| * Budget Revision
 | * **Application Amendment**
 | * **Budgeting Carryover**
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| --- | --- | --- | --- |
| TDOE Reviewer | Signature | Position | Date of Review |
|  |  |  |  |
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*If you have any questions, contact the regional director assigned to your district.*