



Commonwealth of Virginia
 Virginia Department of Criminal Justice Services
Budget Amendment Request Narrative (BAR)

Agency Name _____ Grant # _____

BAR INSTRUCTIONS: A budget amendment allows you to move any portion of your award amount from one category to another to use during the current grant period. The purpose of the narrative is to explain the reason for the change and to itemize and justify the change. In the form below, please indicate how much money you are requesting to move in a category and indicate the amount the request is increasing or decreasing from the most recently approved budget. Then provide a justification and itemize all new requests or changes. Once the form is completed it can be uploaded into GMIS to accompany the budget amendment request. **Please, remember only two (2) budget amendment requests are allowed per grant year and require prior approval. The final budget amendment request must be made no later than 45 calendar days from the end of the fiscal year.** By submitting this budget amendment request, you agree to the following:

- The amounts in this narrative and the amounts entered into GMIS match.
- The proposed amendments have been emailed to your grant monitor and the change(s) preapproved.

SUMMARY: Complete the following with the current budget amounts and the proposed budget amounts and indicate the change:

Category	Current		Proposed		Change + / -	
	State	Match	State	Match	State	Match
Personnel						
Consultants						
Travel/Subsistence						
Equipment						
Supplies/Other						
Indirect Costs						
Total						

1.a. Personnel - Salary		<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	by \$
<i>Itemization:</i>				
<i>Justification:</i>				

1.b. Personnel - Fringe		<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	by \$
<i>Itemization:</i>				
<i>Justification:</i>				
2. Consultants		<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	by \$
<i>Itemization:</i>				
<i>Justification:</i>				
3. Travel		<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	by \$
<i>Itemization:</i>				
<i>Justification:</i>				

4. Equipment		<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	by \$
<i>Itemization:</i>				
<i>Justification:</i>				

5. Supplies and Other		<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	by \$
<i>Itemization:</i>				
<i>Justification:</i>				

6. Indirect Costs		<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	by \$
<i>Itemization:</i>				
<i>Justification:</i>				