

May I revise my current grant budget?

Yes, you can change how funds are budgeted, and you can add unspent funds from the previous fiscal year if both fiscal years are within the same contract period. See the Carryover Policy PDF on the [PCL Financial webpage](#) for limitations on carryover amounts and other rules.

Why would I need to submit a revised budget?

You *must* revise your budget if you want to do any of the following:

- **Add carryover funds** to your current year budget. If you don't revise your budget to add carryover during the following fiscal year, you cannot add carryover funds in a subsequent fiscal year (e.g. unspent funds from year 1 that are not carried over to year 2 cannot be added in year 3).
- **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 Administrative**. The amount budgeted to Administrative cannot exceed 15% of the total annual budget. .

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 \$25,000 = \$2,500), so you will need to submit a revised budget. If you expect to underspend in Personnel, but anticipate Other Program Expenses to rise within 10% of the budget (\$27,500 in this example), then you do NOT need to revise your budget.

The flow chart following this FAQ helps you assess whether you need to revise your budget to bill PCL for all allowable expenses incurred in program delivery during the fiscal year.

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.

How do I submit a revised budget?

- Download your approved PCL grant budget and approved narrative budget justification from WebGrants, the City of Portland's online grant management system.
- Create a proposed revised budget and justification with the changes you want.
- Email the proposed revised budget and justification to your grant manager. Include a summary of the changes requested and reasons in the email.
- Grant managers will respond with next steps.

When is the last day of the fiscal year that I can request to revise the budget?

May 15 of the fiscal year, or next business day if May 15 falls on a weekend. Grant managers will not review budget revision requests after May 15.

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 Financial webpage](#) or from your grant manager.



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

