

## Wisconsin Partnership Program Grant Budget Revision Policy

### BACKGROUND

The Wisconsin Partnership Program (WPP) works with grant recipients to establish an initial budget totaling no more than the award amount approved by the Oversight and Advisory Committee (OAC) and/or the Partnership Education and Research Committee (PERC). Grant budgets include the following expenditure categories: salary and fringe benefits, travel, services, and supplies and other expenses. It may be determined at any time during the grant period—by the Wisconsin Partnership Program (WPP) or by the grantee—that a budget revision is necessary to accomplish the aims of the grant.

### DEFINITIONS

**Period of agreement:** Period of time between the grant start date and the grant end date specified in the Memorandum of Understanding and Grant Agreement (MOU). If a no cost extension is granted by the Wisconsin Partnership Program, the period of agreement extends through the no cost extension end date.

**Grant start date:** Date specified in the MOU, usually the first day of the month, on or after which expenditures may be charged to the grant.

**Grant end date:** Date specified in the MOU, usually the last day of the month, after which expenditures may not be charged against the grant except to satisfy obligations incurred during the period of agreement.

### POLICY

Budget revisions may be initiated by the WPP or by the grantee at any time during the period of agreement. However, grantees are required to submit a revised project budget for approval by the WPP if expenses between major budget categories (salary and fringe benefits, travel, services, and supplies and other expenses) **change by ten percent or more of the total amount of award.**

### PROCEDURES

Grantee requests to re-budget between major budget categories **greater than or equal to ten percent of the total award** must be submitted to the WPP Financial Team in writing with an explanation of why the change is necessary, along with a list of the specific budget categories to change and by what amount. The WPP Financial Team will confirm funding availability before reviewing the request with the Program Officer who will advise on the appropriateness of the request based on the project work plan and overall project goals. If concerns are identified, the WPP Director is consulted before a final decision is made. Grantees will be notified of a decision within thirty days of submitting the request.

Grantees will receive a notice of approval from the Assistant Director for Finance, which will include the budget forms that the grantee is to use to update the grant budget on file with the WPP to reflect the approved changes.