

MACS Amendment Process

An Amendment is a modification to the scope or finances of a previously approved grant application. Amendments are required when the scope of a project changes significantly. Please follow these guidelines when an amendment to a grant is needed:

Remember: **“Amend before you spend!”**

Discuss anticipated grant budget or program changes with the MACS Director before beginning the amendment process.

When you create your amendment, that IWAS page will show you the original, and a list of every amendment, so every time you submit changes, use the amendment number from your newly created submission to identify the lines being changed that time.

Amendment details are submitted row by row.

Label IWAS budget line description: Description begins with: **Amendment # x, “increased” or “decreased”, or “New” if the dollar amount is being changed.**

If the dollar amount is unchanged, but there is a description edit, say Amendment # x, “text correction only”

Send MACS a word document (not pdf) with details on every line change, including: Function/object, prior budget amount, budget change (up or down), new budget amount requested, reason for the change. This list should correspond to all the changes in your IWAS grant budget page.

The total increases must match the total decreases. Be sure the budget matches the budget description amount. Check the bottom of the budget page in IWAS to be sure the grant zeros out.

Create an amendment in the IWAS Consolidated Grant and make changes to follow your adjusted budget planning sheet. In the text description, start any changed line with “Amndt # . . .”

Reminder - the budget line description has to add up to the total dollars in the right hand column. Be sure to update the description to match the budget amount.

Reminder - all Obj 500 and 700 descriptions need to include Board policy statement on equipment purchases.

Word document description of grant line changes -For example:

1000/400 Amendment # 5 increase original 650 + 550 = 1,200 student project supplies

1000/500 Amendment # 5 reduce original 10,000 - 1,200 = 8,800 after final invoices.

2120/300 New line original 0 + 400 = 400 Non-trad career materials

2210/300 Amendment #5 increase original 450 + 250 = 700 auto equipment repair

- Prepare amendment to current district grant on IWAS and have Superintendent approve and submit to MACS (Admin Agent) for approval. Please Email cothran@macspartnership.com when you submit to your Superintendent.

- Disregard an IWAS message saying your grant is approved. The IWAS system sends that message after the Admin Agent (MACS) accepts your amendment. At that point ISBE hasn't received it yet, so it is not approved yet.
- Notification of ISBE approval/disapproval will be emailed to you from MACS once received by the MACS office.

Please review your use of funds quarterly as you prepare your expense reimbursement claims, to be sure your remaining money is budgeted in lines where you can spend it!

Caution: If you want to over / underspend cells within a variance less than 10%, please discuss it with your MACS Director.