Grant Modifications

After logging into your grant application, scroll towards the bottom of the screen and click the "**Create Project Modification**" link.

1. Under question #10, **click the drop-down arrow** and select the project you wish to modify.

    > **Note:** If you initially only had 1 project and you wish to add a 2nd project, you will need to select the "**Click here if you wish to add a new project for this modification**" link.

2. Enter your new project name in the "**Project Name**" field.

3. Enter the amount of **"Grant Funds Requested For Project"** in the field.

    > **Note:** Whether you have 1 or 2 projects, the **"grant funds requested for project(s)"** amount(s) must equal the amount of your grant award.

    > **Example:** If your company was awarded $11,500.00 and you have 2 projects, the total between both projects must equal $11,500.00.

4. Select the "**Type of Project**" for your new project**:**

    - **Note:** If your project is for debt reduction on a building mortgage, you will need to check the "**Is this for debt reduction**" radio button, then complete all fields including the lender name in the "**Project Line Items**" section.

5. **Complete the fields for:**

    - **Description of Project**
    - **How will this improve your ability to deliver emergency services**
    - **Reason for Modification** (Reason for modification box, cannot have more than 300 characters including spaces).

6. Click **Save Modification**.

    You will see a pop-up box reading
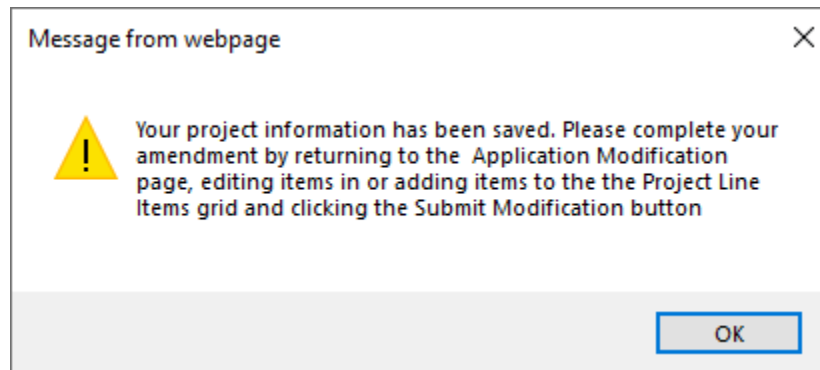
7. Click "OK"

8. Scroll down and click on your "Modification #". If you have 2 modifications, click the one which applies.

9. Click the drop down (**under question #10**) and select your project again.

10. Under "**Project Line Items**", select **Add New** . Complete the Quantity/Qty, Description, and Unit Cost fields. **For debt reduction projects, be sure to include the lender name.**

11. Click **Update** to add a line item. If you have additional items to add, select **Add New** again until all items are added.

12. If **you are** not finished with your modification and would like to finish later, click **Save Modification**.

13. If you **are** finished with your modification, click **Submit Modification**.

Note: Your modification may not be reviewed immediately. The contact person will receive an email after your modification has been reviewed.