

How do I request a grant amendment or a no-cost extension?

Do you need more time to complete grant activities? Would you like to request a budget modification?

This article outlines the steps to request an amendment to your awarded grant.

⚠ Please note that you **can not** request an amendment if the grant end date has already passed. If the grant term has completed, but you still need more time, please reach out to your program staff contact.

From the Proposals/Grants tab, click the Amend icon next to the grant you would like to amend.

Profile Grantee Dashboard Explore Grant Opportunities

Dashboard

If you do not see all of your OSF grants listed under the "Proposal/Grants" tab, please email: granteefeedback@opensocietyfoundations.org only accepted in response to solicitation emails and open calls posted on our public website and under the [Explore Grant Opportunities](#) tab review opensocietyfoundations.org/grants or contact your program officer. Please see our [help articles](#) for step-by-step instructions on navigation.

Proposals/Grants

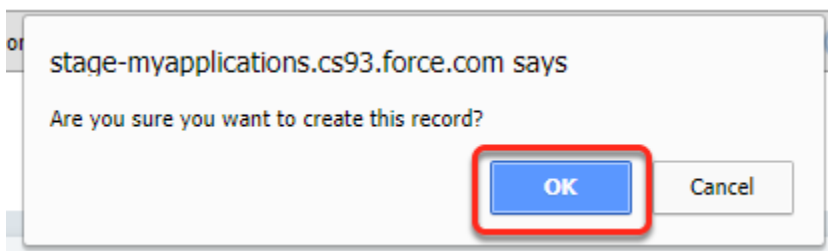
Open Items Closed Items

Show 10 Entries

Edit	View	Delete	Amend	Grant Number	Proposal Name	Portal Status
				All	All	All
				OR2020-63938	August 2020 Test	Under Review
▼				OR2017-38420	Health, Justice & Equity: Women's Reproductive & Drug Policy	Awarded
▼				OR2018-40001	Program-level Support 2018-2020	Awarded
▼				OR2018-40002	Enhancing Constitutional Culture in the Sahel Region	Awarded

Showing 1 to 4 of 4 Entries

Click Ok.



An amendment record will open. Current grant details are displayed at the top of the record:

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Sandbox: STAGE

Stella Sanders

Profile Grantee Dashboard Explore Grant Opportunities

Opportunity
A-17530

Grant Amendment Request

Cancel Review/Submit

If your request meets certain criteria for expedited review, you will receive an automated message approving the amendment request from the entity within the Open Society Foundations that has awarded your grant. If your request does not satisfy these criteria, but your amendment is approved, you will receive an agreement that you will have to countersign in order for it to take effect. Please review [this article](#) for details on the types of amendments you can request.

Current Grant Details

Organization Name
A-17530

Proposal Name
Enhancing Constitutional Culture

Grant Number
OR2018-4

Current Grant Start Date
7/1/2018

Current Grant End Date
11/30/2020

Upcoming Other Reports

Grantee Report	Report Type	Status	Due Date	Report OverDue
GR-000404990	Narrative Interim	Scheduled	7/30/2019	Yes
GR-000419259	Expenditure Responsibility	Scheduled	9/1/2020	Yes
GR-000419260	Expenditure Responsibility	Scheduled	3/31/2020	Yes

Upcoming Final Reports

Grantee Report	Report Type	Status	Due Date	Report OverDue
GR-000404994	Narrative Final	Scheduled	1/31/2021	No

Upcoming Payments

Payment Id	Status	Amount (USD)	Scheduled Payment Date
PMT-000616061	Scheduled	75000.00	3/1/2020
PMT-000616060	Scheduled	75000.00	8/15/2019

If you are requesting a no-cost extension, enter the proposed end date, proposed final report due dates, and a narrative justification for the extension.

Grant Amendment Details

If you are requesting an extension to your current grant period please provide a proposed end date, proposed final report date, and the reason you require this extension. If you do not need an extension and are requesting an amendment for a different reason you may skip this section.

Proposed Grant End Date 1

06/01/21

Proposed Final Report Due Dates 2

07/15/21

Narrative Justification for Period Extension 3

We would like to request more time to complete the activities of the grant due to COVID-19 shutdown disruptions.

113 of 1000 Characters

If you are requesting another type of amendment, choose the value from the list and enter a brief description of the request.

For any additional grant amendment requests, please select the appropriate scenario(s) from the list and provide a reason in the summary space below.

Other Amendment Scenario 1

Available

Other Report Date
Payment Date
Scope of Work
Unspent Funds
Other

2



Chosen

Budget Modification

Other Amendment Scenario Summary 3

We would like to re-allocate budget line items from travel to pay for an online meeting service provider since we could not host the conference in person this year.

165 of 1000 Ch

Attach any supporting documentation. Click save.

If you have any additional documentation in support of your amendment request, please attach it below.

Supporting Documentation

Sr. Number	File Name	Attachment Description (Optional)	Created Date	Action
1	Supporting Documentation-Amendment request.docx	Amendment request	09/24/20	Delete

2

Revised proposed budget

1

Choose file

Upload

3

Budget Template.xlsx

23 of 1000 Characters

By submitting this amendment request, the Grantor expects the Grantee to continue to fulfill the obligations, terms, and conditions of the grant agreement originally awarded and as amended, if applicable. The Grantor's approval of the amendment request is based on the Grantee's information that was shared with or made known to the Grantor, including, but not limited to, tax status and the Grantee's ability to achieve the charitable purpose of the grant.

Save **Clear Changes**

Review the request. Click submit.

[illegible]

Click Submit



You may see confusing text on this screen - it will not affect your ability to submit the amendment for review. Please be sure to click submit after you are satisfied with the information you have uploaded in the previous step.

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Grant Amendment Request

Organization Name: Enhancing Constitutional Culture

Proposal Name: Enhancing Constitutional Culture

Grant Number: 062018-0000

Current Grant Start Date: Sun Jul 01 00:00:00 GMT 2018

Current Grant End Date: Mon Nov 20 00:00:00 GMT 2020

Upcoming Other Reports: The text will not impact your amendment request. Please click submit if you are satisfied with the other data you have entered.

Upcoming Final Reports: The text will not impact your amendment request. Please click submit if you are satisfied with the other data you have entered.

Upcoming Payments: The text will not impact your amendment request. Please click submit if you are satisfied with the other data you have entered.

Proposed Grant End Date: Tue Jun 01 00:00:00 GMT 2021

Proposed Final Report Due Date: Thu Jul 15 00:00:00 GMT 2021

Narrative Justification for Period Extension: We would like to request more time to complete the activities of the grant due to COVID-19 shutdown disruptions.

Other Amendment Scenario: Budget Modification

Other Amendment Scenario Summary: We would like to re-allocate budget line items from travel to pay for an online meeting service provider since we could not host the conference in person this year.

Supporting Documentation

Sr. Number	File Name	Attachment Description (Optional)	Created Date
1	Supporting Documentation-Budget Template.xlsx	Revised proposed budget	09/24/20
2	Supporting Documentation-Amendment request.docx	Amendment request	09/24/20

Back to Record | Print | **Submit**

Click OK to confirm.

Are you sure you want to Submit? You will not be able to edit this form once it is submitted.

Cancel | **OK**