

Budget amendments during project implementation Job Aid

This job aid applies to budget amendments. Budget amendments are made during project implementation period, allowing organizations to reallocate funds within existing budget lines, with a tolerance of up to 10% overspending on the total cost component. For more details, refer to the [Guidelines](#) and the [Budgeting Job Aid](#). Please note that any other budget amendments require prior approval from the Fund's Secretariat.

1. In the project list, click on the edit icon next to project that needs a budget amendment.

Session: 60th; Year: 2025; State: Implementation; Mode: Read-Only			
968-CB : TEST	Inadmissible-Non-submitted application	Capacity Building	
968-CB : TEST (New)	Under implementation	Capacity Building	

2. Click on the **Budget Amendment** tab.
3. Enter the amount of the amendment in the budget lines.
4. Click the "Submit budget amendments".

ORGANIZATION DETAILS

PROJECTS LIST

EMERGENCY PROJECTS LIST

PROJECT DETAILS

PROGRESS REPORT

BUDGET AMENDMENT

PRINT APPLICATION

★ Selected Project

968-CB TEST

Project Type

Capacity Building

You are here: [Home](#) -> [Projects List](#) -> BUDGET AMENDMENT

A: AMEND BUDGET

Type of expense	Budget item	Cost component	Component short description	Unit	No. of Units	Cost per unit	Total Cost	Nb of unit requested for the Fund	Amount awarded	Amount amended	Show Comments
Medical	Salaries	1101 - Staff and other Personnel Costs	Test	Lump sum	1.0	\$15,000.00	\$15,000.00	0.67	\$10,000.00	\$10,000.00	
Legal	Court taxes	1107 - General Operating and Other Direct Costs	ggfgdf	Months	3.0	\$2,222.00	\$6,666.00	0.55	\$1,222.00	\$1,222.00	
Total:							\$21,666.00		\$11,222.00	\$11,222.00	

B. PER TYPE OF EXPENSE

Type of expense	Amount awarded	Percentage
Medical	\$10,000.00	89.11%
Legal	\$1,222.00	10.89%

C. PER COST COMPONENT

Cost component	Amount awarded	Percentage
1101 - Staff and other Personnel Costs	\$10,000.00	89.11%
1107 - General Operating and Other Direct Costs	\$1,222.00	10.89%

Submit budget amendments

After submission, the system will display the amount and percentage of the most recent amendment, broken down by expense type and cost component.

ORGANIZATION DETAILS

PROJECTS LIST

EMERGENCY PROJECTS LIST

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PROGRESS REPORT

BUDGET AMENDMENT

PRINT APPLICATION

Selected Project
 968-CB TEST

Project Type
 Capacity Building

Session Info
 2025-Imple

You are here: [Home](#) -> [Projects List](#) -> BUDGET AMENDMENT

A: AMEND BUDGET

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Total:							\$21,666.00		\$11,222.00	\$11,222.00	

B. PER TYPE OF EXPENSE

Type of expense	Amount awarded	Percentage	Amount amended	Difference	Percentage amended
Medical	\$10,000.00	89.11%	\$10,001.00	\$1.00	0.01%
Legal	\$1,222.00	10.89%	\$1,221.00	-\$1.00	-0.08%

C. PER COST COMPONENT

Cost component	Amount awarded	Percentage	Amount amended	Difference	Percentage amended
1101 - Staff and other Personnel Costs	\$10,000.00	89.11%	\$10,001.00	\$1.00	0.01%
1107 - General Operating and Other Direct Costs	\$1,222.00	10.89%	\$1,221.00	-\$1.00	-0.08%

Submit budget admendments

Please note that the system will not accept any amendments exceeding 10% of the cost component.