

Grant Modifications

To amend your project, please follow these instructions.

1. Log into your grant application with your user id and password.
2. Scroll towards the bottom of the screen and click the link which reads
 - a. **“Create Project Modification”**.
3. Under question #10, **click the drop down arrow** and select the project you wish to modify.
4. **If you are adding a 2nd project**, you will need to select the [“Click here if you wish to add a new project for this modification”](#) link.
5. Enter your new project name in the **“Project Name”** box.
6. Enter the **amount of grant funds requested** for this project.

Note: The **“grant funds requested for project”** amount 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.

7. Select the **Type of Project:**
 - a) Construction and/or renovation of the fire company facility and purchase or repair of fixtures and furnishings necessary to maintain or improve the capability of the department to provide fire, ambulance, or rescue services.
 - b) Purchase of other firefighting, ambulance, or rescue equipment.
 - c) Debt reduction associated with projects types A or B above.

Note: If your project is for debt reduction on a building mortgage, please explain what was done to your building and to what areas, in the description section.

Also, include the lender name, original balance of your loan, the current balance and the percentages of your building which makes up the areas listed below:

- **Truck bays**
 - **Training room (if applicable)**
 - **Bunk room (if applicable)**
- d) Training and certification of members.

8. 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).

9. Click **Save Modification**.

10. Scroll down and click on your Modification.

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

12. Under "**Project Line Items**", select **Add New** and enter the new item(s) you wish to purchase.

Note: If you are not going to purchase some of the items you initially listed in your application, you can delete those items by clicking the box which reads "Delete Item**".**

13. Scroll down and click **Submit Modification**.