# E-Grants Amendment Template

opi.mt.gov

✓ From [category] / [$$amount]
✓ To [category] / [$$amount]
✓ For the purpose of/to purchase [xx]
✓ In response to [xx related to covid]
✓ To prevent [xx related to covid]
✓ To prepare for [xx related to covid]
✓ Specifically, how does it relate to **student gains**?

> Cash Requests will need to use the same language as your Budget / Amendments, so make sure you are consistent!
>
> You only get 500 characters, so you must keep your description short and succinct.
>
> We recommend using a Project Scope/Word Document to keep all your information in, and then copy-and-paste from that into your Budget/Amendment/Cash Requests.

If your amendment involves an item/project over $5k and the OPI preapproval process, you must also include this language: Project Title (Board approved mmm/yy, OPI approved mmm/yy).

Putting Montana Students First A+

*A good Amendment example could look like this:*

"From 100/Salaries/$10k and 200/Benefits/$2k to 600/$12k to purchase laptops for students, **responding** to the need for online learning to **prevent** further loss of learning/attendance due to covid-19"

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