**ARPA Grant Budget Modification Instructions**

**If your business has experienced an emergency, you may be able to modify your grant agreement and change your budget. Budget Modifications are approved on a case-by-case basis.**

1. Please indicate exactly how you intend to spend your grant funds, in accordance with the [ARPA Grant Terms and Conditions](https://drive.google.com/file/d/1kLDov9TId-uTWDG4G1FhYZLy2t4_q8IB/view). Ensure that the total in the ‘Amount’ column adds up to your entire grant award.
2. Attach the relevant invoices or receipts (from 2022 - present) for each purpose. Please contact your TA Partner with any questions or email [grants@baltimoredevelopment.com](mailto:grants@baltimoredevelopment.com).
3. Once we review and approve the documents sent, we will send you a modified Grant Agreement to sign via Docusign. To avoid delays, please review the Grant Terms and Conditions (linked above) for approved areas of spending.

**Business Name:**

**Grant Amount:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Amount** | **Purpose** | **Invoice or Receipt** | **Vendor(s)** |
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**Please explain briefly how your new budget will help your business recover from COVID:**