

Request for Carryover Request

A Carryover is forwarding an unobligated balance of funds from a previous budget period to cover allowable costs in the current budget period. A Carryover must be requested in support of activities aligned with a grantee's existing project goals and objectives to cover costs not already incurred by the recipient.

A grantee's request for Carryover approval should be initiated once the actual unobligated balance is known (generally during the period allowed for preparation and submission of the Federal Financial Report (SF-425)). **Grantees must ensure financial reconciliation of financial reports submitted to ACL and Payment Management System that are accurate and therefore requests should be made for the exact dollar amount, including cents.**

Documents Required

- A dated cover letter signed by the Authorized Organizational Representative (AOR) that includes:
 - Grant Award Number and Grantee Organization Name
 - Written explanation of why the carryover is needed, including the reason for having unobligated funds from the prior budget year, the carryover amount, and summary of activities that will be completed using the carryover funds.
- The most recent Federal Financial Report (SF-425) reflecting the unobligated balance of federal funds (line 10h).
- A budget narrative/justification providing a breakdown of how the unobligated federal funds will be allocated within each budget category.

How to Submit Your Request:

All requests for Carryover should be submitted by the grantee in Grants Management Module as a new amendment by accessing "Manage Amendments", click "New", select "ACL Carryover Request (Type 8)" and "Create Amendment".

GrantSolutions has a training video showing grantees how to request and manage grant amendments – which include no-cost extension requests. This video is at the bottom of [this page](#)."