



PROGRAMMATIC REVISION REQUESTS GUIDE

KANSAS GOVERNOR'S GRANTS PROGRAM
GRANT WRITING TIPS

UPDATED 2022

Programmatic Revision Requests

- May be submitted at any time during grant project period
- Typically regarding Goals/Objectives/Activities
- Review application for unallowable activities
- Justification letter
 - Agency letterhead
 - Explanation
 - Updated goals and objectives or other project revisions
 - Effective dated needed to be retroactive
 - Uploaded as an attachment
- Submit tab/Submit Revision button
 - Print the “Submission was Successful” message

Programmatic Management of Grant Award

- Organization – Organization - Organization
- Documentation – Documentation - Documentation
- Implement monitoring activities at on-set of project
- Begin to gather evaluation data immediately
- Maximize community buy-in
- Sustainability
- Underserved Populations
- Maintain all grant records for a minimum of five years from close of grant award