

Change to Your Grant.



Foundation
Derbyshire

For FD Office Use Only.			
Grant Reference Number			
Date Received			
Date Grant Awarded			
Decision	<i>Reject</i>		<i>Approve</i>
Date Grant Due to End		Date Change Approved	
Signed			

Change Form.

There are two main changes you can request via this form:

1. An extension to the 12-month grant spend period
2. A change to the expenditure budget in your original awarded bid.

Please only complete the section which is relevant to the changes you are seeking.

Contact Details	
Group Name	
Contact Name	
Position in Group	
Telephone Number	
Email	

Extension Request Section	
Why is the extension required? What circumstances led to the project plan overrunning?	
Why is your proposed new end of grant date? <i>Please note that the maximum extension we can offer is 6 months</i>	

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Change of Expenditure Section	
Please tell us why you need to change the budget?	

Your New Budget.

Your new budget needs to equal the total amount you were originally awarded Include funds you have already spent.

Revised Budget.	Amount (£)	New Item (please tick)
Total		

I confirm that the Management Committee has agreed to the above changes and that we will notify Foundation Derbyshire of any further changes to our project. In addition, I can confirm that these changes will not take place until written agreement has been received from Foundation Derbyshire.

Signature.		Date.	
Position in the Group.			
Please email the form directly to us by pressing the submit button on the right. Thank you			