

Variation Request Form

Grants to Local Government Template

Note: Not all information in this template will be required for all local government grant programs

Council details

Council details	
Council name	Drop down box
Council address	Free text

Contact

Principal contact person within Council			
Title	Free text	Given name	Free text
Surname	Free text	Position	Free text
Phone	Free text	Email	Free text

Project details

Project details			
Name of Grant Program	Drop down box		
Project (title)	Free text		
Project reference number	Free text		
Estimated Project Commencement Date:	Date	Actual Project Commencement Date:	Date
Estimated Project Completion Date:	Date	Percentage of Project completed to date: (%)	Free text
Project Funding (ex GST): (\$)			
Project components completed to date:	Free text		
Project components yet to be completed:	Free text		

Compliance with Project Funding Agreement

<p>Are you currently in breach of the Project Funding Agreement?</p> <p>Note: Councils are responsible for ensuring Projects are conducted in accordance with the requirements under the relevant Project Funding Agreements. If a Council identifies that it may not be able to comply with a requirement of the Project Funding Agreement, the Council should seek a variation before it breaches the agreement.</p>	<i>Free text</i>
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Type of variation

Variation type
<input type="checkbox"/> Change to timeframes/milestones <input type="checkbox"/> Change of scope <input type="checkbox"/> Change of funding amount <input type="checkbox"/> Other

Change to timeframes

Request for a change to approved timeframes/milestones	
<p>Please outline the timeframe or milestone change sought</p> <p>E.g. extension to completion date, change to milestone date, etc.</p>	<i>Free text</i>
<p>Proposed new date:</p> <p>Where a number of changes are sought, please attach an updated Project Plan.</p>	<i>Date</i>
<p>Please provide supporting justification for the requested change.</p>	<i>Free text</i>
<p>What are the consequences if this variation is not granted?</p>	<i>Free text</i>

Change of scope

Request for change of scope
<p>Note: A change of scope means a change to the Project Description (Item 6 of the Project Funding Schedule) or the Approved Project Plan (Item 12 of the Project Funding Schedule) and includes changes to features or functionality of a project, to deliver the outcomes originally approved. For example, a</p>

design change to respond to engineering constraints. Changes to scope may also involve a change to the timeframe or cost for the project.
Changes to include features beyond the outcomes originally approved will generally be considered new projects.

Detail the proposed changes to the approved scope	<i>Free text</i>
Provide justification for proposed change of scope	<i>Free text</i>

Change of funding amount

Request for change of funding amount			
Breakdown of revised project costs (include all funding sources)		Current Amounts (ex GST)	Proposed Varied Amounts (ex GST)
Total Project Costs (Item 10 of the Project Funding Schedule)		\$	\$
Third Party Contribution (Item 9 of the Project Funding Schedule)	Third Party Contributor	\$	\$
	Third Party Contributor	\$	\$
Ineligible costs (costs that are not Eligible Project Costs under the Program Guidelines)		\$	\$
Total Eligible Project Costs		\$	\$
Council's contribution (Item 8 of Project Funding Schedule)		\$	\$
Project Funding (Item 7 of the Project Funding Schedule)		\$	\$

Financial year expenditure will occur	<i>Free text</i>
Provide details why the Total Project Cost and the Total Eligible Project Costs have increased or decreased	<i>Free text</i>

Other variation

Request for other variation	
Note: Use this section to describe a proposed variation that is not a change of timeframes/milestones, change of scope or change of funding amount	
Detail the proposed variation	<i>Free text</i>
Provide justification for proposed variation	<i>Free text</i>

Supporting documentation

Revised Project Plan	<i>Free text</i>
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Evidence of delay, need for variation, as relevant	Free text e.g. advice from service provider (e.g. Ergon Energy) advising of delayed timeframes
Other	Free text

Previous variation details

Has a prior variation been sought/approved for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide details	Date sought, Date approved/not approved
If no, provide reason/s why	Free text

Acknowledgements

In signing this request for variation application, the Council acknowledges that:

- the Project Funding Agreement (exclusive of the variations set out in this Variation Request) remains on foot, and the Recipient is obliged to continue to carry out the Project in accordance with that agreement until such time as a variation (if any) takes effect;
- the State is not obliged to agree to all of any of the variations set out in this Variation Request;
- any variation to a Project Funding Agreement does not take effect until the State issues a signed variation letter and the Recipient signs and returns that letter.

Authorisation

On behalf of the Council, I certify that all details in this form (and any supporting documents) are true and complete.

Name of Authorised Person		Position	
Signature		Date signed	

Please email/submit this form to the [insert Administration Agency name] [insert details of how report is to be lodged - link address if portal or email address]