



MANY STORIES, ONE PEOPLE

## Instructions for Requesting Changes to Your Award

As outlined in your Grant Contract, the Council must be notified immediately and in writing of any significant changes to the project. As your project develops the Council strongly encourages grantees to maintain an open line of communication with our program staff so that our team can best support you! We welcome you to call Caitlin Stanley, Director of Programs and Operations, to discuss your project's specific circumstances at 704.687.1521.

Some changes require Council approval in advance. The most common changes subject to advanced Council approval include, but are not limited to:

- Changes in key project personnel (i.e. Project Director or Treasurer/Financial Officer).
- Changes to the Final Report deadline for the completion of your project.
- Changes to the how grant funds would be expended from the budget approved in your proposal.
- Changes in the scope of the project (i.e. significant changes in content or project format)

The instructions below explain how to submit your change requests to Council Staff.

## Instructions for Requesting a change in Key Project Personnel

In the course of your work, it is possible that you will encounter unexpected events that may change the members your key project team. Requests for updates to the Project Director or Treasurer/Financial Officer, or Organization Primary Contact must be submitted in writing following the instructions below.

### What to Do

- Email your response to the Director of Programs and Operations at [cpatton@nchumanities.org](mailto:cpatton@nchumanities.org).
- Reference your assigned grant number in your response.
- Your response need not be lengthy. Clear, concise answers will suffice.

### What to Provide

1. Please provide a copy of a signed memo detailing the circumstances of the personnel change and listing the contact information (name, title, email address, phone number) of the new individual.

## Instructions for Requesting an Extension of Your Award

In the course of your work, it is possible that you will encounter unexpected delays. You may request an extension of your award if your project will not be completed by the current end date and/or if there is a programmatic benefit to continue the work beyond the end date. The proposed activities during the extension period must be consistent with the original objectives of the award. *Note: The Council does not guarantee that extension requests will be approved.*

### What to Do

- Email your response to questions one through six below to the Director of Programs

- and Operations at [cpatton@nchumanties.org](mailto:cpatton@nchumanties.org)
- Reference your assigned grant number in your response.
- Your response need not be lengthy. Clear, concise answers will suffice.

#### What to Provide

1. What end date are you requesting?
2. What caused the change in program/project timeline?
3. What scope of work will occur during the extension period?
4. Is this new work or work originally planned under the grant?
5. If this is new work, what will be the new timeline, benchmarks and/or deliverables?
6. If approved, how will you keep us informed that the new timeline is being met?

### **Instructions for Requesting a Reallocation of NCHC Grant Funds**

In the course of your work, it is possible that you will encounter unexpected changes that impact project expenses. You may request a reallocation of NCHC grant funds if there is a programmatic benefit to the proposed changes or to offset additional program revenue and the expenses are eligible within the Council's Grant Guidelines. The proposed expenses for reallocation must be consistent with the original objectives of the award. *Note: The Council does not guarantee that reallocation requests will be approved.*

#### What to Do

- Email your request to the Director of Programs and Operations at [cpatton@nchumanties.org](mailto:cpatton@nchumanties.org)
- Reference your assigned grant number in your response.
- Your response need not be lengthy. Clear, concise answers will suffice.

#### What to Provide

1. Complete the [Budget Reallocation Request](#) form.
2. Provide a narrative justification of your proposed budget changes clarifying how proposed changes would impact the project activities stated in the approved proposal.

### **Instructions for Requesting a change in Key Project Components**

In the course of your work, it is possible that you will encounter unexpected events that may change your key project components, but which do not impact the budget or timeline of your project. The new proposed activities must be consistent with the original objectives of the award. Requests for updates to the key project activities must be submitted in writing following the instructions below.

**NOTE:** Typically, changes in scope are accompanied by a request to change how grant funds have been approved. If you also need to request a reallocation of grant funds please combine the project scope request with the budget reallocation request narrative.

**NOTE:** If you are also requesting a change to the project deadline please combine the project scope request into the extension request.

#### What to Do

- Email your response to the Director of Programs and Operations at [cpatton@nchumanties.org](mailto:cpatton@nchumanties.org)
- Reference your assigned grant number in your response.
- Your response need not be lengthy. Clear, concise answers will suffice.

#### What to Provide

1. Please email a narrative explanation of the reason for the change in scope and outlining the new project activities.