



## Instructions for Requesting Modifications to Your Award

As outlined in your Grant Contract, NC Humanities must be notified immediately and in writing of any significant changes to the project. As your project develops NC Humanities 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 Grants and Compliance, to discuss your project's specific circumstances at 704.687.1521.

Some changes require prior approval from NC Humanities. The most common changes subject to advanced NC Humanities approval include, but are not limited to:

- Changes to the Award Period of Performance (the completion of your project activities).
- Changes to the how grant funds would be expended from the budget approved in your proposal.
- Changes in key project personnel (i.e. Project Director or Treasurer/Financial Officer).
- 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 NC Humanities staff.

### Requesting an Extension to Your Award Period of Performance (no-cost extension)

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: NC Humanities does not guarantee that extension requests will be approved.*

#### What to Do

- COPY the questions below and add your response. Your response need not be lengthy. Clear, concise answers will suffice. Reference your assigned grant number in your response.
- Email your response to questions one through six below to the Director of Grants and Compliance at [cpatton@nchumanities.org](mailto:cpatton@nchumanities.org)

#### What to Provide

1. What new 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?

### Requesting a Reallocation of 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 NC Humanities grant funds if there is a programmatic benefit to the proposed changes or to offset additional program revenue and the expenses are eligible within NC Humanities' Grant Guidelines. The proposed expenses for reallocation must be consistent with the original objectives of the award. *Note: NC Humanities does not guarantee that reallocation requests will be approved.*

#### What to Do

- COPY the questions below and add your response. Your response need not be lengthy. Clear, concise answers will suffice. Reference your assigned grant number in your response.



- Email your request to the Director of Grants and Compliance at [cpatton@nchumanities.org](mailto:cpatton@nchumanities.org)

#### What to Provide

1. Complete the Budget Reallocation Request Worksheet.
2. Provide a narrative justification of your proposed budget changes clarifying how proposed changes would impact the project activities stated in the approved proposal.

### **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 a written request for changes in project personnel to the Director Grants and Compliance at [cpatton@nchumanities.org](mailto:cpatton@nchumanities.org)
- Reference your assigned grant number in your response.

#### What to Provide

1. Please detail the circumstances of the personnel change and list the contact information (name, title, email address, phone number) of the new individual. Your response need not be lengthy. Clear, concise answers will suffice.

### **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 to be used. 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 Grants and Compliance at [cpatton@nchumanities.org](mailto:cpatton@nchumanities.org)
- COPY the questions below and add your response. Your response need not be lengthy. Clear, concise answers will suffice. Reference your assigned grant number in your response.

#### What to Provide

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