Mail: GPO Box 1350
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TASMANIAN COMMUNITY FUND

REQUEST FOR CHANGES TO GRANT DEED

We have created this form for grant applicants when requesting **any** changes to their grant deed. This includes:

- requests to extend the timeframe to complete the project; and/or
- requests to change the budget or project items.

*** we are unable to process unsigned forms**

Any changes to the grant deed must be submitted to the Tasmanian Community Fund using this form

ORGANISATION	**NAME:**	**DATE:**
.....	.....	……/……/……
POSITION:	**SIGNATURE***	**CONTACT NO:**
.....	.....	.....
ADDRESS:	**POSTCODE:**	**EMAIL:**
.....	.....	.....
NAME OF PROJECT:	**GRANT ROUND**	**REF NO OF PROJECT:**
.....	.....	……/……

REQUESTED CHANGE:

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REASON FOR CHANGE: (PLEASE ATTACH ADDITIONAL INFORMATION IF REQUIRED)

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OFFICE USE ONLY

APPROVED: YES ❑ NO ❑	**UPDATE SPREADSHEETS** - Monitoring Reports (acquittals etc) YES ❑ - If request is a budget change & project is over $10 000 send email to Deloitte noting change YES ❑

Comments: .....
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ADMINISTRATION OFFICER SIGNATURE	**SENIOR EXECUTIVE OFFICER SIGNATURE**
Name: Melissa Gunn	Name: Mark Green
Signed: Date:	Signed: Date: