Program and grantee details

Estuary Management  Coastal Management  Floodplain Management

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| Recipient |  |
| Grant number |  |
| Project name |  |

* You must submit a revised work plan supporting your request. Ensure the dates and amounts in the revised work plan match your variation request and clearly show the new milestone activities and outputs.
* You much provide supporting quotations, if applying for additional funds. Requests for additional funding will require copies of quotations, fee proposals, or tender documentation justifying the increase sought.
* Providing clear, concise information and strong justification will enable efficient processing of your variation request. Check that your variation request is eligible under the program guidelines.
* Refer to your funding agreement for grant details i.e. funding amount, funding term completion date, project scope.

Details of grant variation and supporting justification

Please answer every question in the relevant sections.

Have you discussed the detail of this request with your OEH representative?  Yes  No

**Extend funding term** from       to       (total number of months sought      )

Ensure the time requested is reasonable to enable the project to be successfully completed.

What progress has been made to date? To avoid delay in OEH’s consideration of your variation request, ensure completed milestones (and relevant payment claims) have been submitted. If there are incomplete milestones, reschedule these milestones in to the future in your revised work plan in-line with your project plan.

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What are the reasons for requesting an extension of time and why was this not anticipated when planning the project? Include all factors e.g. council or government change of policy or staff, weather events, need for additional sampling, delays in consultation etc.

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What will you do to ensure the project is now completed within the new timeframe, if approved?

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**Increase existing grant amount** from $0.00 to $0.00 (total increase sought $0.00)

These figures should reflect the Government contribution only.

What are the reasons for requesting an increase in the grant amount?  
If relevant, include the range of quote/tenders obtained and the reasons for choosing the preferred quote/tender.

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Why was this cost not anticipated when planning the project? Include all factors e.g. range of quotes received and why the preferred one is selected, additional data is now available and needs to be reworked, etc.

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What improved or additional outcomes/opportunities for the project will result due to the additional funds?

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**Vary scope or location** of a project

Provide a description of the revised scope and the reasons for the change.

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Confirm how the revised scope is broadly consistent with the outcomes and objectives of the original grant application and how it will deliver comparable or improved results.

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**Other** provide details of what the request relates to. Please providejustification.

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Checklist

Please ensure that you have:

Checked your variation request is eligible under the program guidelines

Submitted all outstanding milestone reports and expenditure certificates (unless they are the subject of this variation request)

Prepared a revised work plan to accompany this variation request in consultation with your OEH representative, and that the accompanying work plan shows:

The new funding amount being requested, broken down into milestones

The increased grant amount corresponds to the grant amount shown in your revised work plan (if applicable)

No milestones in the work plan are due for claim between 15 June and 30 June

That the milestone due dates in your revised work plan do not exceed the new funding term completion date you are requesting (if applicable)

Provided supporting quotations if applying for additional funds

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| --- | --- | --- |
| **Name** | **Position** | **Date** |
|  |  |  |

OEH representative use only

Are the changes to council’s revised Workplan technically practical,   
appropriate and within the objectives of the original application?  Yes  No

**Please provide detail on why you believe this variation should be supported?**

Confirm how the variation is broadly consistent with the outcomes and objectives of the original grant application and how it will deliver comparable or improved results.

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1. **Will this variation result in additional project outcomes/opportunities?**

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1. **Why was this subject of this variation not foreseen at the time of application (if applicable)?**

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1. **Any additional information you would like to add?**

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| Name |  | | |
| Signature |  | Date |  |

Note: Please ensure the Workplan accompanying this variation is signed (Attachment A)

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| **Submit completed form to:** [coastalestuary.floodgrants@environment.nsw.gov.au](blocked::mailto:coastalestuary.floodgrants@environment.nsw.gov.au)  You can also submit this directly to your OEH representative |

Grants unit use only

DOC16/enter number

1. Is there adequate information provided to support the Variation request?  Yes  No

2. Has the revised work plan been checked for consistency with the  Yes  No

Variation request previous work plan and payments made to date?

3. Is the funding ratio correct and are the calculations in the work plan correct?  Yes  No

4. Grants Background and variation history

Provide a description of previous variations (if any) and justification as to why this variation is essential.

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5. Recommendation for approval/not approval

List details on the Variation request for which approval by the below Delegated Officers is being sought and any conditions that should be attached to the approval.

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| If approved, please sign the attached letter (Attachment B) |

Delegated officer approval

Grants Officer

Senior Grants Administrator

Senior Team Leader – Coast, Estuary and Flood Grants

Senior Manager Grants

Director Regional Operations

The recommended changes to the Grant project listed above are approved.

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| --- | --- | --- | --- |
| Name |  | Position |  |
| Signature |  | Date |  |