**Grant Variation Request Form**

Almost all Salford CVS grants are classified as ‘restricted funds’. This means you can only spend the funds as outlined in your application form and budget. If you want to change how you spend your grant, you will need to outline your request in advance using this form. Please also note any changes to the project timescale, outcomes, or beneficiaries.

Decisions on variation requests typically take 1-2 weeks to process. Please be aware that requests relating to grants over £5,000 may take longer.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Part 1- Details of your award:** | | | | | | |
| Name of Organisation: | |  | | | | |
| Fund: | |  | Award: | £ | | |
| Start Date: | |  | End Date: |  | | |
| **Part 2 - Details of your variation request:** | | | | | | |
| How much of your grant remains? | | | | £ | | |
| Are you submitting this variation request due to the impact of Covid-19 on your project delivery? | | | Yes |  | No |  |
| Have you furloughed any staff that were involved in delivering this project? | | | Yes |  | No |  |
| What changes would you like to make to your original proposal and why? | | | | | | |
|  | | | | | | |
| **Impact of these changes on the project**  *Please include any amendments you would like to make to your original project proposal regarding the below sections.* | | | | | | |
| **Timeframe:** |  | | | | | |
| **Budget:** |  | | | | | |
| **Outcomes:** |  | | | | | |
| **Number of beneficiaries:** |  | | | | | |
| Any other information… | | | | | | |
|  | | | | | | |
| **Name**  (Signature not required) |  | | **Role** |  | | |
| **Date** |  | | |

**Please email your completed form to:** [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**Salford CVS use:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Note from Grants Team** | | | |
|  | | | |
| **Decision** | | | |
|  | | | |
| Name |  | Role |  |
| Date |  |