

Grantee's Agency Letter Head

Grantee's Agency Name

Grantee's Agency Address

Grantee's Project Number

Date

What will change from the original grant application?

Why is this change needed?

What is the plan for your change implementation, include applicable timeline?

Will there be any changes in cost as a result of this change in scope?

Grantee's Agency Leadership Name and Signature

(Include the name, number, and email address of a contact person regarding any questions about the proposed change)