

Groundwork UK - Project Change Request Form.

Please use this form to request an amendment to your grant or contract. The Programmes Team will assess your request and will respond in writing within 10 days.



Please enter the requested information in the black boxes below.

Grant Reference Number

Name of your Organisation

Type of Change Requested

If you have selected 'Other' Please Describe

Reason for Change Request

If you have requested an extension to complete your project, please indicate your preferred end date.

If you would like to make changes to your approved budget, please provide full details of the budget requested below.

Item Number	Item Description	Budget Approved	Budget Requested	Change
1	Web development	£893.00	£1,004.00	£111.00
2	Room Hire	£100.00	£0.00	£-100.00
3	Refreshments	£20.00	£0.00	£-20.00
4	Leaflets	£240.00	£275.00	£35.00
5	Survey	£400.00	£429.00	£29.00
6	Maps	£80.00	£25.00	£-55.00
7				£0.00
8				£0.00
9				£0.00
10				£0.00
TOTAL		£1,733.00	£1,733.00	£0.00