

REQUEST FOR AMENDMENT FORM INSTRUCTIONS

Amendments for grant agreements may be requested for a variety of reasons, including but not limited to: budget adjustments, change in scope of work, change in grant amount, no-cost extensions, and termination of agreement. Instructions for how to complete the Amendment Request Form can be found below. Multiple amendment types can be selected in one request form. Additional information on when amendments may be required can also be found in the grantee guidelines, published on [The Colorado Trust website](#). If you have additional questions, please reach out to your grant monitor.

Amendment Type	Description
Change in Scope of Work	A scope of work is considered a significant change in the original project work plan (i.e. changes to major activities, major deliverables or outputs, or overall nature of the work). To request an amendment for this category, an updated work plan/description of the project must be submitted.
Increase or Decrease in Funds	Any change in the total award amount (increase or decrease) requires an amendment, and an updated budget template must be submitted. If the change in award also impacts the scope of work, please also select the “Change in Scope of Work” check box on the form and include the required documentation. Any changes to the original budget category amounts, even under 25%, should be indicated in the updated budget template.
No-Cost Extension/Carryover	If funding will not be fully spent by the end of the original grant agreement term, a no-cost extension can be requested. If a grantee expects to have unallocated funds over 10% of the grant amount for that single year in a multiyear grant cycle, a carryover request can be submitted. A financial report showing how grant funding has currently been spent, as well as an updated budget for the new extension period or the next grant year must be submitted. If changes to the scope of work are required or necessitated by the extension or carryover request, please also select the “Change in Scope of Work” check box on the form and include the required documentation.
Budget Revision	Budget revisions are required when a change to a budget category (i.e. Personnel, Equipment, etc.) is equal to or more than 25% of the total grant amount for that budget year. For example, if a grantee is working on a \$100,000 grant for a single year, and the grantee wants to move \$25,000 out of the Personnel budget category to the Project Expenses budget category then that change equals exactly 25% of the total budget for the year and would require a formal amendment. An updated budget (using The Colorado Trust’s budget template) is required. If additional changes to the scope of work are included in the updated budget, please also select the “Change in Scope of Work” amendment type and include the required documentation.
Termination of Contract	If a grant agreement end date needs to be moved up for at least one of the reasons outlined in The Colorado Trust’s grantee guidelines, an amendment is required to document the change. If the early termination is requested by a grantee, documentation outlining the reason must be submitted. If the early termination is initiated by The Colorado Trust, documentation will be provided by Colorado Trust staff to the grantee.
Other	A change to a grant agreement that is not outlined above may be necessary or required. Please discuss the amendment request with your grant monitor prior to submitting an amendment.

REQUEST FOR AMENDMENT FORM

Grantee Name		
Grant Agreement #		
Primary Contact Name		
Primary Contact Email		
Check Box (select one or multiple)	Amendment Type	Documentation Requested (please attach with Request for Amendment Form)
	Change in Scope of Work	Revised workplan
	Increase in Funds <ul style="list-style-type: none"> • Amount Increased: \$ _____ • New Grant Total: \$ _____ 	Revised budget
	Decrease in Funds <ul style="list-style-type: none"> • Amount Decreased: \$ _____ • New Grant Total: \$ _____ 	Revised budget
	No-Cost Extension / Carryover <ul style="list-style-type: none"> • Current end date: _____ • New end date: _____ 	- Financial report for the most recent reporting period - Revised budget for no-cost extension or carryover period
	Budget Revision <ul style="list-style-type: none"> - movement of an amount greater than or equal to 25% of the total grant period budget from one budget category to another 	Revised budget
	Termination of Contract <ul style="list-style-type: none"> • New Termination Date: _____ 	Documentation outlining reason for termination
	Other	Documentation outlining amendment request
Name of Authorized Signatory		
Authorized Signatory Signature		
Authorized Signatory Title		
Date		

Internal Approvals

Program Manager/Grant Monitor: _____ Date: _____

Grants Program Director/VP of Grants: _____ Date: _____