**DEPARTMENT OF PLANNING, INDUSTRY AND ENVIRONMENT**
Coast, Estuary and Flood Grants Program Variation Request

## Program and grantee details

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| --- | --- |
| **Current programs**[ ]  Floodplain Management[ ]  Bushfire affected coastal waterways[ ]  Coastal and Estuary Grants Program (Planning stream)[ ]  Coastal and Estuary Grants Program (Implementation stream) | **Legacy programs**[ ]  Coastal Management[ ]  Estuary Management |

|  |  |
| --- | --- |
| Recipient | Click or tap here to enter text. |
| Grant number | Click or tap here to enter text. |
| Project name | Click or tap here to enter text. |

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 must 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 department representative?**

[ ]  Yes [ ]  No

### [ ]  Extend funding term

From Click or tap here to enter text to Click or tap here to enter text (total number of months sought Click or tap here to enter text).

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 the department’s consideration of your variation request, ensure completed milestones (and relevant payment claims) have been submitted. If there are incomplete milestones, reschedule these milestones into the future in your revised work plan in-line with your project plan.

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| Click or tap here to enter text. |

**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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| Click or tap here to enter text. |

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

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| Click or tap here to enter text. |

###  [ ]  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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| Click or tap here to enter text. |

**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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| Click or tap here to enter text. |

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

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| Click or tap here to enter text. |

###  [ ]  Vary scope or location of a project

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

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| Click or tap here to enter text. |

**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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| Click or tap here to enter text. |

### [ ]  Other

Provide details of what the request relates to.

Please provide justification.

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| Click or tap here to enter text. |

## 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 Department 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

## Declaration

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

Submit completed form to: coastalestuary.floodgrants@environment.nsw.gov.au

## Department 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.

1. 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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| Click or tap here to enter text. |

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

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| Click or tap here to enter text. |

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

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| Click or tap here to enter text. |

4. Any additional information you would like to add?

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| Click or tap here to enter text. |

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

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| --- | --- |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |

Submit completed form to: coastalestuary.floodgrants@environment.nsw.gov.au

## Grants unit use only

DOC21/enter number

Is there adequate information provided to support the variation request? [ ]  Yes [ ]  No

Has the revised work plan been checked for consistency with the variation request previous work plan and payments made to date? [ ]  Yes [ ]  No

Is the funding ratio correct and are the calculations in the work plan correct?[ ]  Yes [ ]  No

**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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| Click or tap here to enter text. |

**Recommendation for approval/decline**

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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| Click or tap here to enter text. |

## Delegated officer approval

[ ]  Grants Administrator

[ ]  Senior Grants Administrator

[ ]  Manager, Contestable Grants – Coast, Estuary and Flood

[ ]  Director Grants

[ ]  Executive Director

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

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Signature | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |