

Post Award Amendments for LTR Grants

If any information on the grant Notice of Award (NoA) needs to be changed, it will require approval from the Coweta Community Grant Committee before the grant recipient can implement the modification. The instances where approval is required are referred to as grant post award amendments.

Post award amendment types include:

- Budget Revision
- Change in Scope
- Organization Change

If you have specific questions regarding actions that may require a post award amendment please contact the Coweta Community Foundation's Grant chair identified on the Notice of Award (NoA).

CCF may approve, deny, or request additional material to further document and evaluate your post award amendment. If the amendment request is approved, a new, amended NoA will be issued. The post award amendment is not authorized until the amended NOA has been issued. Verbal authorization is not approval and is not binding to CCF.

Budget Revision

Grant recipients must submit a post award amendment in order to reallocate funds to address unexpected program changes.

Re-budgeting involves the transfer of funds to cost categories—such as personnel, equipment, supplies, other, or indirect—that were not previously approved in the funded application. For example, if no equipment was requested in the approved application, but the recipient now wants to use funds to purchase an item of equipment, then a post award amendment needs to be submitted.

A Post Award Amendment is required for:

- Reallocation of funds within a budget period that exceeds 25% of the approved total budget, or \$2,500, whichever is less.
- The purchase of a unit of equipment exceeding \$500, such as a chainsaw, that was not previously approved in the funded application.

Note: If there is a change in the scope or objective of the funded project in addition to a budget revision, then the grant recipient only needs to submit a post award amendment for a Change in Scope. The grant recipient does not need to submit a separate post award amendment for Budget Revision.

Submitting your request: Please complete the Post Award Amendments Form, along with your original budget and updated budget request and cover letter.

Cover Letter: Explain and support the need for the budget revision, including a detailed explanation of what costs are being re-budgeted.

Include a statement of assurance that there will be no changes to the approved award objectives, goals or purposes, which would require approval for a change in scope.

Budget: Line Item Advance

Grant recipients must submit a post award amendment in order to request funds to be paid directly to the vendor.

Requirement for invoice to be paid directly to the vendor in lieu of the Grant recipient:

- Line item must be included in original budget
- Line item detail must be no less than \$7,500 and no more than \$10,000, with special consideration as an option for higher amounts.
- Invoice from vendor must be submitted with post award amendment form.
- CCF Grant Committee will vote for approval, before agreeing to the terms and payment.
- Request may not be approved and is left to the discretion of the Grant Committee

Change in Scope

Grant recipients must submit a post award amendment in order to change the scope or objectives for LTR Grant projects.

A Post Award Amendment is required for:

- Changes to the objectives, aims, or purposes, such as changes to the service area or elimination of a care delivery site.
- Budget revisions that cause a project to change substantially from that which was approved.
- Consult the CCF with questions regarding a potential change in scope. CCF will not approve any requests for additional funding.

Submitting your request: Please complete the Post Award Amendments Form, along with a cover letter.

Cover Letter: Explain the change in scope to your project and why it is necessary. Include a detailed explanation of any potential impact on the approved project budget, and on accomplishing the aims and objectives of the funded project.

Discuss and document any unique circumstances that will impact the ability to meet the expectations of the funded project.

Organization Change

An Organization Change is when the name and/or EIN of an organization is changed without otherwise affecting the rights and obligations of that organization as a grant recipient.

Notification to CCF

When there is a name and/or EIN change to an organization, an advance request is required to ensure that the recipient still is able to meet its legal and administrative obligations to CCF and payments are not interrupted. Recipients are encouraged to contact the CCF to explain the nature of the change in organizational status and receive further guidance.

If deemed appropriate by CCF, the grant recipients must submit a post award amendment as soon as possible so that the organization will continue to meet the grant program's eligibility requirements.

Letter outlining the grant number, request, justification, IRS documentation, articles of incorporation, etc.

1. A copy of the legal instrument that authorized the name and/or EIN change and authenticated by a proper official of the state or government agency having jurisdiction, such as:

- a. If the organization is incorporated: a copy of the amendment to the Articles of Incorporation, and proof of filing with the appropriate state authority.
- b. If the organization is a trust: A copy of the amendment to the trust instrument, or a resolution to amend the trust instrument, showing the effective date of the change of name and signed by at least one trustee.
- c. If the organization is an unincorporated association: A copy of the amendment to the Articles of Association, constitution, or other organizing document, showing the effective date of the change of name and signed by at least two officers, trustees or members.
- d. If the organization is a government entity, political subdivision, instrumentality of government: Documentation from the governmental unit that created the entity showing the (new) name of the entity and a letter signed by a person authorized by the creating governmental unit.

The required documentation that an organization submits to CFF for reporting a name change is the same as the supporting documentation the organization uses when reporting a name change to the Internal Revenue Service (IRS).

2. Legal opinion that includes a statement that says the name change was properly effected in accordance with applicable law.



Post Award Amendments Form

Grant Recipient Name:	Date:
Project Title:	
Amount of Grant Request Approved: \$	

Amendment Request Type:

- Budget Revision
- Budget: Line Item Advance
- Change in Scope
- Organization Change

Please make sure to attached all supporting documents that are applicable (Cover Letter, Budget, IRS paperwork)

Signature of Organization

Date

Internal CCF Only:

Date Received:	
Date Approved:	

Notes: