



OFFICE OF PLANNING AND BUDGET

Brian P. Kemp
Governor

Richard Dunn
Director

Scope Change Request Form

Grant ID #	
Grant Name	
Organization Name	
Author(s)	
Date	

To submit a change in scope or budget amendment, grantees must submit an updated project narrative and detailed budget worksheet along with this form. Project narrative should update any changes from the original proposal that was awarded. Grantees may submit this as a word file or pdf. The detailed budget worksheet can be found [here](#) and the accompanying instructions can be found [here](#). Upon completion of the required documents, please email your program specialist (insert info about including GA number in subject+ Change of Scope or Budget Amendment in the subject line)

Description (500 words or less)

Provide a brief description of the reasons that necessitated the change to the project.



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Proposed Change (500 words or less)

Describe the project change required to achieve the objectives set out in the program. Provide details of the impacts of the change(s) to project scope, deliverables, budget, scheduling and/or resourcing.

Benefits (500 words or less)

List the benefits of making the change. This includes the benefits to the project outcomes, to individual departments and to the institution, and how project quality will be improved.



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Consequences (500 words or less)

List the consequences of *not* making the change. This includes the consequences to the project outcomes, to individual departments and to the institution, and the risks that could be incurred in not pursuing this change.

Impact to Project Timeline (500 words or less)



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FOR OPB GRANTS DIVISION ONLY

Decision	
Decision Date	
Budget Approved	
Comments/Notes	

OPB Representative Signature: _____