

**Office of Planning and Budget
Point of Contact Change Request Form**

Instructions: This form, signed by an authorized official, will be required if the request is made by someone who is not currently listed as a point of contact in the GeorgiaGrants system. Please fill out the information below and indicate whether you would like the contact added or removed. Upon completion, please email this form to grants@opb.georgia.gov. Once reviewed and confirmed, OPB Grants will get the request processed.

Please allow up to 2 weeks for this change, if approved. Existing POCs may add authorized users to the GeorgiaGrants portal for submitting payment requests and reimbursements.

Organization Name :

Parent Organization (if any):

DBA (if any):

Requested Point of Contact Information

1. Name:

Title :

Phone:

Email:

Remove User:

Add as Primary POC:

Add as Authorized User:

Signature (if adding):

2. Name:

Title:

Phone:

Email:

Remove User:

Add as Primary POC:

Add as Authorized User:

Signature (if adding):

POC updates should be validated by the Authorized Representative below.

Grantee Authorized Representative Name:

Grantee Authorized Representative Signature: