**Variation Request Form**

*2020-21 Local Government Levy Ready Grant Program (Round 2)*

## Council details

|  |  |
| --- | --- |
| Council name  |  |
| Council address  |  |

## Principal contact person

|  |  |  |  |
| --- | --- | --- | --- |
| Title  |  | Given name  |  |
| Surname  |  | Position  |  |
| Phone  |  | Email  |  |

## Project details

|  |  |
| --- | --- |
| Project (title)  |  |
| Project reference number  |  |
| Estimated Project Commencement Date:  |  | Actual Project Commencement Date:  |  |
| Estimated Project Completion Date:  |  | Percentage of Project completed to date (%):  |  |
| Project Funding (ex GST): ($)  |  |
| Project components completed to date:  |  |
| Project components yet to be completed:  |  |

## Compliance with Project Funding Agreement

# Councils are responsible for ensuring Projects are conducted in accordance with the requirements under the relevant Project Funding Agreements. If a Council identifies that it may not be able to comply with a requirement of the Project Funding Agreement, the Council should seek a variation before it breaches the agreement.

|  |  |
| --- | --- |
| Are you currently in breach of the Project Funding Agreement?  | [ ]  Yes [ ]  No |

## Type of variation

|  |
| --- |
| **Variation type**  |
|  [ ]  Change to timeframes/milestones [ ]  Change of scope [ ]  Change of funding amount[ ]  Other  |

## Change to timeframes

## Request for a change to approved timeframes/milestones

|  |  |
| --- | --- |
| Please outline the timeframe or milestone change sought E.g. extension to completion date, change to milestone date, etc.  |  |
| Proposed new date: Where a number of changes are sought, please attach an updated Project Plan.  |  |
| Please provide supporting justification for the requested change.  |  |
| What are the consequences if this variation is not granted?  |  |

## Change of scope

A change of scope means a change to the Project Description (Item 6 of the Project Funding Schedule) or the Approved Project Plan (Item 12 of the Project Funding Schedule) and includes changes to features or functionality of a project, to deliver the outcomes originally approved. For example, a design change to respond to engineering constraints. Changes to scope may also involve a change to the timeframe or cost for the project.

## Changes to include features beyond the outcomes originally approved will generally be considered new projects.

|  |  |
| --- | --- |
| Detail the proposed changes to the approved scope  |  |
| Provide justification for proposed change of scope  |  |

## Change of funding amount

|  |  |  |
| --- | --- | --- |
| **Breakdown of revised project costs (include all funding sources)**  | **Current** **Amounts** **(ex GST)**  | **Proposed** **Varied Amounts** **(ex GST)**  |
| Total Project Costs (Item 10 of the Project Funding Schedule)  | $  | $  |
| Third Party Contribution (Item 9 of the Project Funding Schedule)   | Third Party Contributor | $  | $  |
| Ineligible costs (costs that are not Eligible Project Costs under the Program Guidelines) | $  | $  |
| **Total Eligible Project Costs**  | **$**  | **$**  |
| Council’s contribution (Item 8 of Project Funding Schedule)  | $  | $  |
|  **Project Funding** (Item 7 of the Project Funding Schedule)  | **$**  | **$**  |

|  |  |
| --- | --- |
| Financial year expenditure will occur  |  |
| Provide details why the Total Project Cost and the Total Eligible Project Costs have increased or decreased  |  |

## Other variation

## Use this section to describe a proposed variation that is not a change of timeframes/milestones, change of scope or change of funding amount.

|  |  |
| --- | --- |
| Detail the proposed variation  |  |
| Provide justification for proposed variation  |  |

##  Supporting documentation

|  |  |
| --- | --- |
| The following supporting information has been attached to this request | [ ]  Revised Project Management Plan [ ]  Evidence of delay/ need for variation, as relevant. E.g. advice from service provider (e.g. Ergon Energy) advising of delayed timeframes[ ]  Other |

##  Previous variation details

|  |  |
| --- | --- |
| Has a prior variation been sought/approved for this project?  | [ ] Yes[ ] No  |
| If yes, provide details  | Date sought (DD/MM/YYY):Date approved/not approved (DD/MM/YYY): |
| If no, provide reason/s why  |  |

## Acknowledgements

 In signing this request for variation application, the Council acknowledges that:

* the Project Funding Agreement (exclusive of the variations set out in this Variation

Request) remains on foot, and the Recipient is obliged to continue to carry out the Project in accordance with that agreement until such time as a variation (if any) takes effect;

* the State is not obliged to agree to all of any of the variations set out in this Variation Request;
* any variation to a Project Funding Agreement does not take effect until the State issues a signed variation letter and the Recipient signs and returns that letter.

##  Authorisation

On behalf of the Council, I certify that all details in this form (and any supporting documents) are true and complete.

|  |  |
| --- | --- |
| **Name authorised person****(CEO or formal delegate)** |  |
| **Position** |  |
| **Signature** |  | **Date signed** |   |

Please email/submit this form to the Department of Local Government, Racing and Multicultural Affairs at 2020-21LocalGovernmentLevyReadyGrantProgram-Round2@dlgrma.qld.gov.au