



**REQUEST FOR  
GRANT CHANGE**

**Instructions:** If you need to make changes to the project, you must complete and submit this form for approval. Your submission is due at least 30 days prior to the project start date. Awards may be revised or revoked if changes are unacceptable. If you do not receive approval prior to making the change(s), you may lose your grant award/funding. **Email completed form to: Nikki Estes at [nestes@southarts.org](mailto:nestes@southarts.org).**

Grant # \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Project Start Date (Month/Day/Year) \_\_\_\_\_ Project End Date (Month/Day/Year) \_\_\_\_\_

What did you say you were going to do? What do you want to do instead? (NOTE: If you are changing the artist/company/writer, please include audio/video/written work samples, promotional printed materials, and a copy of the signed letter of intent or contract between you and the artist. Also, provide the city, state, and zip code that the artist/company/writer resides in.

Why is this change necessary?

How will this change affect the project's impact and goals?

**Authorizing Official certifies that the information above is accurate and project meets grant compliance.**

Authorizing Official Signature \_\_\_\_\_ Date Signed \_\_\_\_\_