

Grant Agreement Variation

Factsheet

Extensions to Dates

If I haven't spent the grant money before the expiry/reporting date how do I apply for an extension?

Extensions must be requested in writing and sent to the Office for Recreation, Sport and Racing (ORSR) either by email (ORSGrants@sa.gov.au) or request a SmartyGrants form.

What needs to be outlined in an extension request?

The following information must be included in an extension request:

- Name of Grantee
- Grant program
- Grant reference number
- Current expiry date of Grant Agreement
- Reasons why grant money is yet to be completely spent.
- Length of extension requested
e.g. 3 months

ORSR will assess your grant extension request and will notify you of the outcome by email.

Variation to Project Purpose

How do I apply for a variation to our project purpose?

Variations must be applied for in writing and sent to ORSR either by email or through a SmartyGrants form.

What needs to be outlined in a variation request?

The following information must be included in a variation request:

- Name of Grantee
- Grant program
- Grant reference number
- Current purpose of Grant (as per grant agreement)
- Requested change of project purpose
- Reasons for change of project purpose
e.g. alteration of project type, adjustment to club priorities

ORSR will assess your grant variation request and will notify you of the outcome in writing, via email.

If you have any further questions please contact a Funding Consultant.

Connect with us

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Office for Recreation, Sport and Racing