

<INSERT COMMONWEALTH ENTITY LOGO>

[Addressee]

[Commonwealth entity]

[Address]

[Date]

Dear [Name]

Letter of Variation

You entered into an agreement with the Commonwealth on [insert date of Agreement] (the 'Agreement') in relation to a grant under the [insert grant opportunity name] (the 'Grant').

The Commonwealth proposes to vary the terms of the Agreement with effect from [insert date from which amendments should take place]. The Schedule to this letter shows the proposed amendments to the Agreement in mark-up.

We confirm that other than these amendments, all the other provisions of the Agreement remain in full force and effect.

To accept these amendments to the Agreement, please sign and return a scanned copy of this letter to the address below by [insert date], otherwise this offer will lapse.

Please send or email a scanned copy of the signed letter to:

[Insert position and name of the Commonwealth entity's representative]

[Insert Commonwealth entity name]

[Insert postal address or email]

If you have any questions regarding this variation, please contact [Name, phone number, email].

Yours sincerely

[Signature block]

[Date]

Signatures

Executed as a deed:

[Select or insert the appropriate signature block depending on the nature of the Grantee. Delete all signature blocks that are not used.]

[Insert full name of recipient and ABN (if applicable)] (the 'Grantee') agrees to vary the Agreement as outlined in this Letter of Variation and the attached Schedule.

Grantee:

[If Grantee is an Individual]

Full legal name of the Grantee:	Signed, sealed and delivered by [insert name of the Grantee and any ABN]
Signatory Name: (print) Signature and date:	<div style="background-color: yellow; height: 15px; width: 100%;"></div> <hr style="border-top: 1px dashed black;"/> <div style="background-color: yellow; height: 15px; width: 100%;"></div> <hr style="border-top: 1px dashed black;"/>
Witness Name: (print) Signature and date:	<div style="background-color: yellow; height: 15px; width: 100%;"></div> <hr style="border-top: 1px dashed black;"/> <div style="background-color: yellow; height: 15px; width: 100%;"></div> <hr style="border-top: 1px dashed black;"/>

[OR]

[If Grantee is a Company]

Full legal name of Grantee:	Signed, sealed and delivered for and on behalf of [insert registered name of company and any ABN, ACN or ARBN followed by any business name under which the company trades]
Director's Name: (print) Signature and date:	<div style="background-color: yellow; height: 15px; width: 100%;"></div> <hr style="border-top: 1px dashed black;"/> <div style="background-color: yellow; height: 15px; width: 100%;"></div> <hr style="border-top: 1px dashed black;"/>
Director/Company Secretary Name: (print) Signature and date:	<div style="background-color: yellow; height: 15px; width: 100%;"></div> <hr style="border-top: 1px dashed black;"/> <div style="background-color: yellow; height: 15px; width: 100%;"></div> <hr style="border-top: 1px dashed black;"/>

[OR]

[If Grantee is an Incorporated Association]

Full legal name of the Grantee:	Signed, sealed and delivered for and on behalf of [insert registered name of incorporated association and any ABN or other registration number]
Public Officer's Name: (print) Signature and date:	<div style="background-color: yellow; height: 15px; width: 100%;"></div> <hr style="border-top: 1px dashed black;"/> <div style="background-color: yellow; height: 15px; width: 100%;"></div> <hr style="border-top: 1px dashed black;"/>

	<p>_____</p> <p>_____</p>
<p>Committee Member/Secretary Name: (print)</p> <p>Signature and date:</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

[OR]

[If Grantee is a Partnership]

<p>Full legal name of the Grantee:</p>	<p>Signed, sealed and delivered for and on behalf of [insert name of partnership and any ABN]</p>
<p>Partner's Name: (print)</p> <p>Signature and date:</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Partner's/Witness Name: (print)</p> <p>Signature and date:</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Commonwealth:

<p>Signed, sealed and delivered for and on behalf of the Commonwealth of Australia as represented by [insert Australian Government entity]</p>	
<p>Name: (print)</p> <p>Position: (print)</p> <p>Signature and date:</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Witness Name: (print)</p> <p>Signature and date:</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Schedule

The [insert the name of the part of the Agreement being varied eg 'Grant Details' or 'Schedule'] of the Agreement is deleted and replaced with the attached [Grant Details' or 'Schedule'] set out below:
[Attach the updated Grant Details or Schedule for the Agreement [with the amendments shown in mark-up].