



Instructions to assist you to complete this notice are in black text on a grey background. **Where you need to insert details, the text is highlighted in yellow.** Standard words are in normal black text and not highlighted. Remember to delete this box and any highlighted assistance text.

This Notice of Change may only be used to vary a Grant Agreement in circumstances where variations are minor or administrative in nature, and do not have the effect of increasing the grantee's obligations under the Grant Agreement. Otherwise a Deed of Variation should be used.

**[Addressee]**

**[Name of Organisation]**

**[Postal Address]**

**[if applicable – email or other address details]**

Dear **[Name of Grantee Representative]**

**Notice of Change in relation to [insert Grant reference number/name/project]**

We have a grant agreement in place with you to carry out a grant activity under the **[insert name of grant opportunity]**, dated **[insert date grant agreement was executed]** between **[enter organisation name]** and the Commonwealth of Australia, represented by **[insert Department details]**.

This Notice of Change is to advise you of **[enter details of what is being altered e.g. a correction to a milestone within for the submission of your Final Report 1 January to 30 June 2018 which was previously noted as due on 30 September 2017 but should read 30 September 2018; indexation amounts; change in bank details]**.

We wish to advise you that this is a legally binding change that does not vary your existing obligations under the Grant Agreement, and does not require a formally executed variation to be carried out.

The parties agree that:

(a) the only change/s effected by this Notice of Change are those specified within.

If you have any questions, please contact **[Contact Name]** on **[Contact phone number]** or by email **[contact email address]**.

Yours sincerely,

**[Signature of Delegate]**

**[Delegate Name]**

**[Delegate Position]**

**[Delegate Commonwealth Department]**

**[Date]**