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]*