This form represents a variation request in timing for over 60 days. Please complete all fields and provide required attachments.

|  |
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| **[A] Variation Type** |

Timing *(for scope variation, please use the ‘*[*Variation Request – Scope*](https://sport.vic.gov.au/__data/assets/word_doc/0016/56005/Variation-Request-Scope-FORM.docx)*’ form)*

|  |  |  |
| --- | --- | --- |
| **[B] Project Details** | | |
| **Organisation name** | Organisation Name | |
| **Organisation contact** | Name Title Email Address Contact Number | |
| **Project name** | Exact name as per Funding Agreement | **Department use only** |
| **Activity schedule number** | OPP-Number | Click here to enter text |
| **Funding year/round** | YYYY-YYYY | Click here to enter text |
| **Funding program** | Select from dropdown | Click here to enter text |
| **Funding program (other)** | If other, enter details. Otherwise N/A | Click here to enter text |
| **Approved grant amount** | $ Grant Amount | Click here to enter text |

|  |  |  |
| --- | --- | --- |
| **[C] Project Completion Details** | | |
| **Current completion date** | Click here to enter a date | Click here to enter text |
| **Requested completion date** | Click here to enter a date | Click here to enter text |
| **No. of previous variations** | Select from dropdown | Click here to enter text |

|  |  |  |
| --- | --- | --- |
| **[D] Project Milestone Details** | | |
| **Deliverable** | **Current Due Date** | **Proposed Due Date** |
| Select from dropdown | Select date | Select date |
| Select from dropdown | Select date | Select date |
| Select from dropdown | Select date | Select date |
| Select from dropdown | Select date | Select date |
| **If other:** Click here to enter text | Select date | Select date |

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| **[E] Variation Details** |
| **Why has the project been delayed? Please explain the reason/s for this request:**  Click here to enter text |
| **What actions have already been taken to deliver according to the original Activity Scheduled timeline/s?**  Click here to enter text |
| **What actions are being taken to ensure the project will be delivered within the proposed timeline/s?**  Click here to enter text |
| **What is the impact of the delay and how is the impact being managed?**  Click here to enter text |
| **Are the project beneficiaries aware of the delay and how has this been communicated?**  Click here to enter text |
| **[F] Supporting Documents** |

Please ensure the following are attached to your variation request:

Updated Project Management Framework ***(mandatory)***

Updated Project Governance Framework *(if applicable)*

Updated Costings/QS *(if applicable)*

Updated Schematic Plans *(if applicable)*

Other Supporting Documentation: Please specify here

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| **[G] Declaration & Signature** |

I certify that the contents of this form, including all attachments are true and correct to the best of my   
knowledge. By signing below I acknowledge this variation will be legally binding once executed by all parties.

Sport and Recreation Victoria reserve the right to undertake further negotiations with Council regarding this request.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Organisation Project Representative** | | | **Signature** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tick box if signed electronically | | **Name** |  | | **Position** |  | | **Date** | Select date | | |  |  | | --- | --- | | **Organisation Executive Officer** | | | **Signature** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tick box if signed electronically | | **Name** |  | | **Position** |  | | **Date** | Select date | |

**TO NOTE - IMPORTANT:**

* **Please ensure an appropriately authorised officer (CEO, Director, Senior Manager) signs this form on behalf of Council.**