

Grantee Variance Requirements

Requests for programmatic changes to a current grant agreement or consultant contract require email communication with the grantee's assigned Program Officer.

Timing of Request: While we require 30-day notice prior to the end of the grant term for any size grant, we request additional notice for large grants (over \$50k), which can take up to 8 weeks for the Foundation to review and process the requested change. Please note that any changes made by the grantee during this review period could result in a return of funds if the change is not approved by the Foundation.

All variance requests must be submitted by email to your grant's program officer. The variance request should address the following changes to an active grant:

1. Budget revisions

- Requested when the grantee has a significant change to the allocation of funds provided by PRCF. Please use the guidance below by grant size to determine if you need a variance.

PAHWF Grant Size:

- Under \$10,000: Budget change of 10% of total budget
 - Between \$10,000 and \$50,000: Budget change of \$1,000 or greater
 - Between \$50,000 and \$500,000: Budget change of \$5,000 or greater
 - Over \$500,000: Budget change of \$25,000 or greater
- Please include in your variance request a revised budget and budget narrative describing the need for and details about the anticipated change to allocation of funds requested from PRCF.
 - No budget revisions will be considered within 30 days of the project end date. Please use your interim report period to anticipate any budgetary changes. This is the time to request a variance, or as soon as you become aware of any need for one.
 - Changes to in-kind line items should also be acknowledged in variance requests.

2. Project End Date Change

- Requested when the grantee will not expend all of the allocated dollars and/or complete the scope of work at the scheduled end of the grant term.

3. Revision(s) to the Scope of Work

- Requested when the grantee has a circumstance that deems it necessary to change the programs, activities, or deliverables that were originally proposed for the project.

4. Personnel changes

- Requested when the grantee has changes to their grant contact or any other person of influence for the delivery of their scope of work.
- The Foundation requires prompt email notification to the Program Officer for these types of changes.
- Please note that an amendment to the project personnel which reduces the total work to be completed in the project may result in an adjustment in funding.

All variance requests must be submitted by email to your grant's program officer. After review, the program officer will provide notice of variance approval or declination via email.