**DOUGLAS COUNTY NATURAL & CULTURAL HERITAGE GRANT PROGRAM**

**CHANGE OF PROJECT SCOPE**

|  |
| --- |
| Date: |
| Grant #:  |
| Grantee:  |
| Contact Person:  |
| Telephone:  |
| Email:  |

*Please complete the following questions to the best of your ability. The responses do not need to be lengthy and can be provided in any format. We just ask that you provide enough information to inform us of your new direction for the revised project. Once complete, please return this document to the Heritage Coordinator for approval.*

1. Provide a brief overview of the project’s progress so far and explain why a change in scope is being requested (a change in project personnel, new information gained from first project phase, etc.).
2. What is the new scope of the revised project? What do you hope to accomplish? Please outline major goals and key deliverables or outcomes.
3. Will any new organizations or key individuals be involved in the revised project? If so, please list any new project leaders or collaborators that will be involved with the revised project.
4. Provide an updated timeline for the revised project, including major milestones and an expected completion date.
5. Provide an updated budget for the remaining project funds. *A template is provided below, but you are welcome to use another format if you wish.*

**Total Grant Award:**

**Total Grant Funds Remaining:**

**REVISED PROJECT BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENSE CATEGORIES** | **GRANT EXPENSES** | **CASH MATCH** | **IN-KIND CONTRIBUTIONS** |
| Personnel and Staff Time |  |  |  |
| Contractor and Professional Services |  |  |  |
| Materials and Supplies |  |  |  |
| Travel |  |  |  |
| Communications, Printing, and Signage |  |  |  |
| Equipment |  |  |  |
| Indirect Costs |  |  |  |
| Other |  |  |  |
| **Total** |  |  |  |