



## Instructions

# Requesting Project Modifications

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This document contains instructions for requesting project modifications. Award recipients are required to submit and obtain approval of any changes to project scope, budget or award period at least 30 days in advance of implementing them, and must do so before the award period has closed. Changes not approved in advance may require the rescission of the award and/or return of NFF award funds—an option that nobody prefers. PLEASE PLAN AHEAD.

### AWARD PERIOD EXTENSIONS

If additional time is needed to complete project work and the terms of the grant do not prohibit an extension, you may request to modify the terms of the grant to extend the end of the award period by up to one year. You must request requested and receive approval of an extension before the end of the grant award period. Not all grants allow extensions

#### **To request an extension:**

1. Contact Adam Liljeblad at (406) 830-3357 or [aliljeblad@nationalforests.org](mailto:aliljeblad@nationalforests.org) before the award period closes to discuss whether an extension is appropriate.
2. If the project is determined to warrant an extension, submit a written or email request that lists the NFF Project ID and clearly explains:
  - a. How circumstances changed to necessitate the extension.
  - b. How you will ensure the project is completed before the end of the extension.
  - c. The length of additional time requested.

Requests submitted that do not address all the above items or are received after the award period closes will not be considered. You will be notified of the approval or rejection of the request, or if any additional information is required.

### BUDGET MODIFICATIONS

Occasionally the financial plan originally submitted with a proposal needs to be modified to better meet changing project needs. **Budget changes that total 10% or less of the NFF award amount do not require prior approval from the NFF.** Budget changes that total more than 10% of the NFF award amount require pre-approval approved

#### **To request a budget modification:**

1. Contact Adam Liljeblad at (406) 830-3357 or [aliljeblad@nationalforests.org](mailto:aliljeblad@nationalforests.org) before the award period closes to discuss the circumstances around the need for a budget modification.
2. If the project budget is determined to warrant modification, submit a written or email request that lists the NFF Project ID and clearly explains:
  - a. The circumstances that led to the need for a budget modification and describes how the funds in the proposed revision will be expended.
  - b. Prepare a revised budget narrative explaining how each budget category will be expended.
  - c. Prepare a revised NFF [Financial Plan](#) to reflect the changes in the original approved budget.

Requests submitted without all supporting documentation or after the award period has closed will not be considered. You will be notified of the approval or rejection of the request, or if any additional information is required.

## **MODIFICATIONS OF PROJECT SCOPE, WORK PLAN OR OBJECTIVES**

If circumstances change and the original project scope, work plan or objectives cannot be completed as proposed, a modification can be requested to adapt to the new situation. Any change proposed must be consistent with the scope and spirit of the original approved project.

### **To request a project modification of scope:**

1. Contact Adam Liljeblad, Conservation Awards Director, at (406) 830-3357 or [aliljeblad@nationalforests.org](mailto:aliljeblad@nationalforests.org) before the award period closes to discuss whether a modification of scope is appropriate.
2. If the project is determined to warrant a modification, please submit a letter or email request that lists the NFF Project ID and clearly explains:
  - a. The change in circumstances that led to the need for a project modification.
  - b. The proposed changes, including what original tasks will not be completed and what new tasks will be added.
  - c. Whether any additional time will be required. If so, include the relevant details for an award period extension as described above.
  - d. Whether the budget will need to be modified. If so, include the relevant details for a budget modification as described above.

Requests submitted that do not address all the above items or are submitted after the award period has closed will not be considered. You will be notified of the approval or rejection of the request, or if any additional information is required.