

# Office for Recreation and Sport

Active For Life

## Grant Variation Fact Sheet

### Extension to Expiry/Reporting Dates

**If I haven't spent the grant money before the expiry/reporting date how do I apply for an extension?**

Extensions must be requested in writing and sent to the Office for Recreation and Sport (ORS) either by post or email.

**What needs to be outlined in an extension request?**

The following information must be included in an extension request:

- Name of Grantee
- Grant program
- Grant reference number
- Current expiry date of Grant Agreement
- Reasons why grant money is yet to be completely spent.
- Length of extension requested e.g. 3 months

ORS will assess your grant extension request and will notify you of the outcome in writing, via post or email.

### Variation to Project Purpose

**How do I apply for a variation to our project purpose?**

Variations must be applied for in writing and sent to ORS either by post or email.

**What needs to be outlined in a variation request?**

The following information must be included in a variation request:

- Name of Grantee
- Grant program
- Grant reference number
- Current purpose of Grant (as per grant agreement)
- Requested change of project purpose
- Reasons for change of project purpose e.g. alteration of project type, adjustment to club priorities

ORS will assess your grant variation request and will notify you of the outcome in writing, via post or email.

If you have any further questions please contact a Funding Consultant.

For other fact sheets on ORS Grants [click here](#)

Further information

Call 08 7424 7708

Visit [www.recsport.sa.gov.au](http://www.recsport.sa.gov.au)

Email [ORSgrants@sa.gov.au](mailto:ORSgrants@sa.gov.au)



Government of South Australia  
Office for Recreation and Sport

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