



CUMBERLAND
CITY COUNCIL



Variation Guidelines

The Variation guidelines applies to a change in the terms and agreement which Cumberland City Council has provided funding to a grantee.

There are certain circumstances where it is appropriate to vary a grant and a variation can be requested for the following reasons:

- Change project activities
- Change project budget
- Change project contact
- Extend the project end date

A variation can be requested for the following reasons:

- Cumberland City Council approved only part of the grantee's original application. The grantee can submit a revised project outline to reflect the approved elements of the application
- Grant recipient would like to vary an element of an existing project.

A variation must align with Council's Community Grants and Donations Policy and guidelines for the round and stream under which the project was approved. A variation request that doesn't meet these conditions will not be approved. Requests must align with the original purpose of the Cumberland Community Grants Program.

Each variation will be considered on a case by case basis and the Council's decision is final.

EXAMPLE OF VARIATIONS

Category 1: Non-material Variation (non-physical or non-material)

The following variation types will not affect the merit or value for money of the project:

- Amended Commencement Date;
- Non-material amendment to Project Delivery Schedule (up to and including 6 months);
- Non-material change in Project Team Members;
- Reasonable adaptation to changing market conditions (see above); or
- Non-material budget changes (that do not increase the overall funding amount).

Category 2: Material Variation (physical or material)

The following variation types may alter the overall merit assessment of the project:

- Material amendment to Project Delivery Schedule (exceeding 6 months);
- Material change in Project Outcomes;
- Material change to Project Design and execution;
- Material reduction in cash contributions or in-kind support; or
- Loss of project partner.

