 COMMONWEALTH OF MASSACHUSETTS 

**MASSTRAILS GRANTS PROGRAM**

**Grant Amendment Request Form**

***This Grant AMENDMENT Request Form template is provided for reference purposes only. All forms must be submitted electronically through the program’s online application portal.***

**SECTION I: GENERAL PROJECT INFORMATION**

1.1: **Primary Contact Name(s)**

1.2: **Primary Contact Email(s):**

1.3: **Primary Contact Phone:**

1.4: **Agency/Organization:**

1.5: **Grant Title:**

1.6: **Award Amount:**

1.7: **Updated Award Amount** *(if applicable, as approved prior to this request)***:**

1.8: **Match Amount:**

1.9: **Updated Match Amount** *(if applicable, as approved prior to this request***):**

1.10: **Amendment Request:** *Provide a description of the requested change to your grant project. Include the original scope as listed in your Grant Initiation Form (or the most recent approved scope since then) and indicate the nature of your amendment request (task, budget, or time-associated) and why the change is needed. If changes to the budget are involved, upload an updated budget form and highlight where changes will take place from the original, or most recently approved, budget.* ***If the amended scope involves a change in location for the project (not recommended), a new Grant Initiation Form must be completed****, understanding that all state and/or federal compliance steps will need to be taken to approve and finalize the change.*

**SECTION II: REQUIRED DOCUMENTS**

**Upload Budget** *(if applicable)*

**Upload Additional Supporting Documentation** *(i.e.: contractor quotes, plans, specifications, photos, written communication, etc.)*

**Upload Signed Grant Amendment Contract Documents** *(if the grant amendment involves a request for a time extension or increased grant amount that has been previously discussed with the MassTrails Grant Administrator.)*

**SECTION III:** **SIGNATURES**

***As a MassTrails Grantee, I understand that a request to extend the grant contract or increase the grant amount must be accompanied by grant contract amendment paperwork. A time extension or increased grant amount IS NOT FINAL until the grant amendment contract is signed by the grantee and DCR. I may not proceed with additional grant activities related to this type of grant amendment until I receive a Notification to Proceed letter from DCR. If I do not have a fully executed contract amendment AND the Notification to Proceed letter in my files, the amendment request is not approved. This paperwork is not required for other amendment activities such as budget changes that do not change the dollar amount on the project and adjustments in project activities that are consistent with the original scope and intent of the project. However, such changes can only be implemented once this Grant Amendment Request is signed by the MassTrails Grant Administrator.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grantee Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grantee Organization**

**MASSTRAILS GRANT ADMINISTRATOR APPROVAL OF AMENDMENT**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MassTrails Administrator Signature Date**