



Roots for Rivers Program Modification Guidelines

Due to the ongoing COVID-19 crises, we understand that many grant recipients will be altering grant work from what had originally been awarded. While we are supportive for grant modifications that will help keep everyone safer and healthier in these trying times, any modifications must be formally documented, reviewed, and approved.

To that end, this form will serve as the template for an official grant modification request. If you have any questions regarding this form or would like to discuss the circumstances/possible courses of action for your project, please feel free to reach out any time. I am plugged into my email for most of the day on weekdays. Thank you, in advance, for your understanding and cooperation.

*Note: We are assuming that your project's overall goals (the big picture vision for the project and, ultimately, what you hope to accomplish) will not be changed despite the underlying circumstances and modifications. **If you do intend to change the project's overall goals, please contact the Watershed Institute's Outreach Specialist, Pri Oliveira as soon as possible.***

Project Title

Reasoning behind the request:

Briefly describe the circumstances for which you are modifying your awarded grant proposal. Specifically, how the current situation prevents your organization from meeting the approved grant.

Example:

"The approved grant provides for people planting trees at the local park on a certain date but the park is currently closed."

OR

"The approved grant provided for a tree planting day with volunteers and we can not safely incorporate social distancing."

A. Budgetary Modifications

Please answer the following questions regarding any budgetary modifications. **Additionally, please submit a revised budget based on the type of grant proposal you are modifying.**

1. Why are you making these changes?
2. Why do you believe that these changes are the best course of action to take?

B. Action Plan/Work Plan Modifications

Please answer the following questions regarding any action plan/work plan modifications.

Additionally, please submit a revised action plan and/or work plan based on the type of grant proposal you are modifying.

1. Why are you making these changes?
2. Why do you believe these changes are the best course of action to take?
3. If there are any changes to the timeline of tasks to be completed for your project, please indicate the new expected dates in your modification.

Example:

Task 1 was to remove invasive species with volunteers on project site by March 30th, 2020. Task 1 was changed to - staff will remove invasive species while practicing social distancing on project site by August 30th, 2020.

The Watershed Institute Small Grant Instructions Only

Only include these responses if you are a grantee responding for a project being funded under the Watershed Institute Small Grant Program.

4. Will there be any changes to the project's outputs or how the project outputs will be achieved? Project outputs are specific deliverables or actions to be completed during the project period. (e.g. produce a water quality report card; hold four municipal training workshops; etc.)
5. Will there be any changes to the project's outcomes? Project outcomes are the impacts the outputs will have on the environment, your organization, and/or the target audience.
6. Will there be any changes on how you evaluate the project's outcomes?

C. Project team and duties:

Please indicate if there have been any changes to the project team and duties/contact information.

D. Additional Documentation

Please feel free to send any further documentation, letters of support, maps, photos, and other information that will help make the case for your requested modification. For example, letters of support can indicate that project partners are supporting your modifications.

E. Submission

Please email all completed forms and relevant attachments to Pri Oliveira, the Watershed Institutes Outreach Specialist, at poliveira@thewatershed.org with the subject line: **2019 - 2020 Grant Modification.**