



Australian Government

Defence

Family Support Funding Program— Variation Request Form FY 2023-24

Defence Member and Family Support



Defence Grant ID GO5811

defence.gov.au/adf-members-families



Note: This form is to be used if a variation to your Family Support Funding Program (FSFP) grant funding is required.

Variations to funded activities are sometimes required at different stages of the FSFP grant cycle.

Organisations may seek approval from the FSFP manager for a variation to their original grant. This may include a change to an event/activity, to salary costs or administration or goods/services related charges. Applications for variation are required to meet the original aim of the approved project.

When are variations due?

Applications for variations may be submitted at any time up to 31 May 2024.

Responsibilities

Organisations should not seek a variation for grant funds that have previously been not supported in their original grant bid. Unless a variation is approved by FSFP authorised officers, the funding recipient must use the funding solely for the purpose for which it was approved.

How to submit the variation form

By email to: defence.communitygrants@defence.gov.au

Organisation details

Full Legal Name Of Organisation:	
Address:	

Contact information

Name Of Contact:	
Organisation Email Address:	
Position Title:	
Phone Number:	

Project details

Project Title:	
Grant Awarded (\$):	

Please provide a clear and concise justification (including dates for new proposed activities/ events) to enable processing of your request. Please ensure variations for new category items are eligible under the program guidelines.

--

Family Support Funding Program— Variation Request Form 2023-24

Complete the table below for the item/s your organisation wishes to vary. (The total excess must match the total increase and **amounts must be in whole dollars only**).

APPROVED FUNDING			VARIED FUNDING		
Item	Approved Amount	Excess To Move	Item	Approved Amount	Increase By
<i>eg. Advertising</i>	\$1,000	\$500	Venue hire	\$200	\$500
TOTAL					

Declaration

I declare that to the best of my knowledge:

- ☐ I have read, understood and agree to abide by the FSFP Guidelines
- ☐ The information given on this form is true and accurate
- ☐ I understand that an incomplete request will not be considered
- ☐ I give consent to the Department of Defence to contact me for further information in relation to the FSFP variation request.

President name: <i>(or authorised delegate)</i>	
Witness Name and position:	