



Australian Government

Defence

# Family Support Funding Program— Variation Request Form FY 2024-25

## Defence Member and Family Support Branch



Defence Grant ID GO6531

[defence.gov.au/members-families](https://defence.gov.au/members-families)



## Family Support Funding Program—Variation Request Form 2024-25

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, administration or goods/services related charges.

**Applications for variation are required to meet the original aim of the approved project.**

### When are variations due?

At least one month prior to the end of the project finish date to allow for expenditure of grant funds by the 12 months (31 May 2025).

### 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](mailto:defence.communitygrants@defence.gov.au)

### Applicant details

Please provide the following details to allow the program to identify the FSFP grant funding you wish to vary.

#### 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 (\$):	

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Please provide a clear and concise justification (including dates for new proposed activities/events) to enable efficient processing of your variation request.

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Please complete the table below for the item/s your organisation wishes to vary. (Please ensure: the total excess must match the total increase in order to be considered. Please note: **Amounts must be in whole dollars only.**)

Note: The total value of the excess to move column must equal the total value of the increase by column.

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

**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 application 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.

Authorised person name and position:	Signature
Witness name and position:	Signature