
Arts & Culture Grant Program Change Request Policy

Policy Applicability

The City of Greater Sudbury requires that grant recipients complete projects as outlined in their submitted applications. This involves following the scope, scale, budget and schedule that was described to achieve the specific set of expected outcomes. Funding allocations are determined on the basis of this information as per the jury review process and approval granted by the Greater Sudbury Development Corporation. Juries are not convened for follow up decisions or project updates between intake rounds, nor do they assess appeal requests. All recommendations from the juries and subsequent approvals by the GSDC Board are final.

Funding agreements signed by the recipient and a representative of the City of Greater Sudbury stipulate that cost overruns and funding shortfalls are the onus of the recipient. Reporting requirements stipulate that the recipient must communicate how the project was executed by the specified deadline.

It is also understood that projections as laid out at the time the application was originally submitted are not always reflective of the reality at the time when the project is executed. In order to carry out granting investments to community partners according to a fair and transparent process, this policy aims to outline the protocol for requesting and approving a change to the funded proposal.

Requesting a Change

Requests for changes to approved proposals must be submitted in writing to the **grant program officer (Business Development Officer)** as soon as the recipient is aware of the change, and no later than six weeks prior to the activities taking place, in order to ensure sufficient time to obtain GSDC Executive Committee approval. Staff will communicate to recipients that there is no guarantee that change requests submitted within shorter time periods will be approved prior to the execution of the project.

Recipients must include the following information in their request, and where appropriate, use the same format as the original application to highlight changes:

- A brief description of the proposed change, including why the change is needed and what the impact will be if the change is not implemented;
- If applicable, a description of any changes to measurable outputs such as number of participants, workshops, etc.;
- If the request is schedule-related, a revised project timeframe referencing when expenditures and revenues are expected as well when the activities themselves will be held; and

- If the request is budget-related, a revised budget that highlights the anticipated variances from the original budget.

In no circumstances is the recipient to assume that a change request will be approved until an approval has been communicated in writing by the grant program officer. It is the recipient's responsibility to ensure that changes do not jeopardize the acknowledgement of the City of Greater Sudbury's contribution (e.g.: logo on print materials, etc.) as applicable. The written change request approval may be in email format to the recipient (primary and secondary contacts) and attached to the recipient's file as an amendment to the current funding agreement.

Types of Change Requests

Changes are assessed to be either "significant" or "minor" on a case-by-case basis depending on the change's impact on scope, scheduling and budget.

Change Area	Minor Change	Significant Change
Scope refers to the description of the activities in terms of breadth, depth and reach; and its expected outcomes (measured as the scale) as outlined in the original application.	Minor changes to the delivery of the activities do not impact the overall program's goals and outcomes. Examples of minor changes: - minor format changes to the event (e.g.: condensed frequency, location, agenda, switch in artist line up); - space layout, finishes, equipment, minor size changes (e.g.: downsizing from 400 to 380 seat theatre).	Significant changes affect the scope or expected outcomes. Examples of significant changes: - significant format changes to the event (e.g.: large reduction in participants, artists, etc.); - floorplan changes of an arts centre that affects the list of spaces and their potential use (outcomes) such as removing a studio for visual artists, removing backstage, wing-space, or raked seating because the space will be less usable by theatre and dance (though still work for music).
Scheduling refers to the start and end time of the work, including cash flow, preparations, event hosting and wrap up.	Minor scheduling changes may involve delays in the timing of cash outlays or receipts or in hosting the event – as long as it takes place within the same granting cycle (prior to the reporting deadline).	Significant scheduling changes occur when the activities do not take place within the granting cycle (prior to the reporting deadline). Whether or not cash outlays or receipts have taken place, it implies that funding from one grant cycle is tied up in an activity that does not benefit the community that year and prevents another proposal from being funded and taking place.
Budget refers to the expenses and	Minor changes involve an overall increase or decrease of less than	Significant changes involve an overall increase or decrease of more than 20%

revenues that were projected for the activities, including grand totals as well as individual expense and revenue categories.	20% to the overall budget (project or operating).	to the overall budget (project or operating).
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The grant program officer determines whether the change request involves minor changes or significant changes. Where necessary, the **grant program director (Director of Economic Development)** will provide further determination as to whether a change is minor or significant.

Change Approval Process

Upon receiving the change request from the recipient, the grant program officer will determine the type and level of change. A recommendation will be made to the grant program director as to whether the change request should be approved or declined.

Minor changes to scope, schedule and budget may be approved by the grant program director only if they are consistent with the overall purpose and goals of the activity originally outlined in the application. The approval would then be communicated to the recipient in writing and serve as an amendment to the funding agreement, which also references the originally submitted application for full details.

Significant changes to scope, schedule and budget cannot be approved at the staff level. The grant program director will bring forward the change request with a recommendation on the anticipated impact of the change to the **Executive Committee of the GSDC Board** in order to ratify a decision. Expected turnaround on decision-making is within six weeks.

At its discretion, the Executive Committee may call upon one or more members of the **Grant Juries** to provide an ad hoc assessment of the merits of a change, whether minor or significant, to the originally funded proposal. This is not intended to be a replacement for the full jury process, as some change requests of a significant nature would be redirected to seek consideration at the following juried intake round of annual granting.

If the changes cannot be approved, the outcome may be a full or partial grant repayment, with the amount to be determined at the GSDC Executive Committee's discretion. If a full grant repayment is required, the recipient would be permitted to apply to the following intake round of the grant program with the revised proposal for the jury's consideration without penalty.