

Variation Request

Certificate of Satisfactory Completion

Return completed form and supporting documentation to QFES Grants by **30 April 2020**

- Refer to your copy of the original application when completing this form.
- Complete this document once the project is finalised.
- Include copies of all relevant tax invoices and photographs of the completed work when submitting.

ID Number	Local Government	SES Unit/Group	Subsidy Amount
Project Title			
VARIATION		<input type="checkbox"/> Accommodation	<input type="checkbox"/> Vehicle
<input type="checkbox"/> Project Scope	Describe:		
<input type="checkbox"/> Completion Date	Original:	Revised:	
<input type="checkbox"/> Other	Describe:		
Reason for Variation			
(Please provide a detailed description)			

DECLARATION

- I declare that the information provided in this form is true and correct.
- The subsidy was expended as detailed in the application referenced above and was in accordance with the *Funding Guidelines*.
- I declare that the project has been inspected and is satisfactorily completed in accordance with the proposal.
- I declare that I have the duly delegated authority to submit this variation on behalf of the Chief Executive Officer and Nominated Officer.

Declaration Officer			
<input type="checkbox"/> By checking this box I hereby agree to the above declaration			
Title	First Name	Last Name	
Date	Position		
Ph	Mobile	Email	

QFES USE ONLY

Accepted and Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Title	First Name	Last Name	
Date	Position		