

M-A-C AIDS Fund Grant Change Request Guidelines

The use of grant funds is restricted to the activities defined in the proposal submitted and funded by the M-A-C AIDS Fund (MAF) and/or any adjustments made at the time of the award, as outlined in the award letter. We understand that unforeseen circumstances may affect the implementation and/or timeline of your MAF funded program and/or your ability to carry out the program or project as originally proposed.

If there are any changes to your program/project, Grantees must provide written notice to MAF. Notification must be provided if any of the following conditions occur:

- (a) any significant changes in the program/project supported by the grant
- (b) any changes that could reasonably be expected to have a significant affect on the grantee or project, including changes in the senior staff responsible for the project or site closure.
- (c) a need to change the allocation or use of funds from the originally submitted budget.

Notification of any significant changes in the program must be made within 30 days of the change, and all requests to redirect or reallocate grant funds must be formally made in writing for approval prior to implementation. Please see below for additional information. Failure to notify MAF of any significant changes in the grant may result in revocation of the grant.

To provide notification of any significant changes to your organization or program, please provide written communication of the change/s by email to macaidsf@maccosmetics.com or to your current M-A-C AIDS Fund contact.

To formally request making a modification to the use of your grant funds from MAF, please complete and submit the **Grant Change Request Form**. Please submit the completed form by **email** to macaidsf@maccosmetics.com. The subject line of your email should read as follows: **Grant Change Request – Your Organization Name**

Should you have any questions, please contact macaidsf@maccosmetics.com and your email will be directed to the appropriate contact.