* **21st Century Community Learning Center Amendment Requests: These may be submitted any time that an Oregon 21st CCLC grantee has a compelling opportunity, matter or need to change something proposed in the approved grant.**
	+ ODE strongly recommends to all grantees -- *before you invest time in writing a full amendment proposal, call or e-mail your ODE Education Specialist– to provide a brief outline of what you have in mind. This communication will help you and your funder communicate more efficiently and effectively.*

Attached: Some key elements that are currently part of grantee efforts to submit Amendment Requests *(some attachments [C, E, F, G] may not be needed in all cases)*:

**Amendment Grant Amendment Submission Form (Template)** – This is a required form that must be fully completed for any 21st CCLC Amendment. The request can be an addition, subtraction or amendment of an approved goal that may utilize a new project, site content area not previously approved, new assessment metric, community partner changes, etc.

## Attachment C – Applicant & Partner Commitment Form –Commitments – if a new partner is brought in – or a contractual relationship has substantially changed, identify the cost *(if a contract)* or value provided *(if an In-Kind partnership)* – identify “deliverables” that the partner will provide. This does not replace your own organization’s MOUs or Interagency agreement procedures, but it provides a record for your funder and must be signed by the authorizing representative of the partnering entity. (This is to protect your organization.)

**Attachment E – Budget** - If a new or significant amount of program resources are moved to accommodate the Amendment, then it should be reflected in a revised program and/or site budget template. Include proposed start date and include the “Name” of the Amendment in the title.

**Attachment F** – **Project Design and Implementation** -If the proposed Amendment includes a new activity, use this form to describe the Goals, Objectives, Activities-Timeline, and Assessment instruments that will be utilized for the new program activity.

**Attachment G** – **Weekly Schedule** - If the new activity warrants it or you’re proposing a modified schedule due to the amendment – and the proposed change alters the program’s weekly schedule, this schedule (Attachment G) must accompany the request.