

## 5) When should I communicate with my Conservancy Project Manager? What if I need to make changes?

Clear, open communication makes for more successful projects. If you experience a problem or challenge on your project, please contact your Conservancy Project Manager as early as possible. For example, if you are unsure whether a project cost can be paid for by your grant, please contact your Conservancy Project Manager before you spend the funds. As project partners, we are here to help navigate challenges and co-develop solutions.

We understand the unexpected can happen: projects get delayed, budget needs shift, deliverables evolve. Some of these things can be resolved by amending your Work Program, which you can do via emailed approval from your Conservancy Project Manager.

Other issues may require an amendment to your grant agreement. To request a change to your grant agreement, you should first discuss the issue with your Conservancy Project Manager. Then, email them a written request that specifies the desired change, justifies the change, and if necessary, includes a copy of your Work Program showing requested changes in track-changes. Please note that grant agreement amendments must be completed prior to your grant agreement's Termination Date.

