

Request for Change in Grantee Address

A Change in Grantee Address is requested when the organization's physical address identified on the SF-424 has changed.

Documents Required

- A dated cover letter signed by the Authorized Organizational Representative (AOR) that includes:
 - Grant Award Number(s) and Grantee Organization Name
 - New address
 - Effective date of change of address

How to Submit Your Request:

All requests for Change in Grantee Address should be submitted by the grantee in Grants Management Module as a new amendment by accessing "Manage Amendments", click "New", select "ACL Change in Grantee Address".

GrantSolutions has a training video showing grantees how to request and manage grant amendments – which include no-cost extension requests. This video is at the bottom of [this page.](#)"