

Reallocation of Funding or Variation to Service Agreement - Limits Table

Item	Funding Type	Percentage Limit	Explanation
1	Professional Staff	0%	You are not required to seek a reallocation or a variation for changes between existing identified Professional Staff unless the change means 1 or more of the identified Professional Staff will not be engaged for an extended period (e.g. greater than 6 months). If this is the case, your organisation's capacity to deliver the agreed services will likely be impacted.
2	Equipment and Specialist Resources	20%	<p>Example Approved Equipment and Specialist Resources Funding = \$10,000</p> <p>For changes that equate to more than 20% (\$2000), a Request to Reallocate Funding or a Request for Service Agreement Variation is required.</p>
3	Travel and Accommodation	20%	<p>Example Approved Travel and Accommodation Funding = \$5,000</p> <p>For changes that equate to more than 20% (\$1000), a Request to Reallocate Funding or a Request for Service Agreement Variation is required.</p>
4	Program Management	20%	<p>Example Approved Program Management Funding = \$15,000</p> <p>For changes that equate to more than 20% (\$3000), a Request to Reallocate Funding or a Request for Service Agreement Variation is required.</p>
5	Professional Development	20%	<p>Example Approved Professional Development Funding = \$25,000</p> <p>For changes that equate to more than 20% (\$5000), a Request to Reallocate Funding or a Request for Service Agreement Variation is required.</p>
6	Administration	0%	Any changes to the funding approved for Administration require a Request to Reallocate Funding or a Request for Service Agreement Variation.
7	Other Expenses	20%	<p>Example Approved Other Expenses Funding = \$2,000</p> <p>For changes that equate to more than 20% (\$400), a Request to Reallocate Funding or a Request for Service Agreement Variation is required.</p>