Request for Change in Grantee Name

A Change in Grantee Name is requested when the organization’s legal name identified on 8a. of 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 current Grantee Legal Name
  + New legal name
  + Effective date of change of Organization Name
  + IRS Determination Letter

**How to Submit Your Request:**

All requests for Change in Grantee Name 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 Name”.

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](https://home.grantsolutions.gov/home/recipient-training-videos/).”