

# Request for Change in Grantee Name

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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](#)."