Dear HCTF Proponent:

Your Conditional Grant Agreement for your HCTF project expires on March 31, 2020 and a Grant Report is due by April 15th. If you do not foresee completing the activities covered under this agreement within this timeframe you will need to submit a request for a contract extension. Please email the attached **Contract Extension Request Form** to [reporting@hctf.ca](mailto:reporting@hctf.ca) by **Friday, February 14, 2020.** This form can also be found on our website: <http://hctf.ca/manage-your-grant/enhancement-projects>.Please note thatsubmitting a Contract Extension Request Form does not guarantee that an extension will be granted: only that it will be considered. Extensions will only be granted for a maximum of one year. Late requests may not be considered.

**If you do not complete your project by March 31, 2020 and you do not request a contract extension, unspent funds will be re-allocated towards other HCTF project priorities.**

HCTF manages funding allocations to ensure that approved funding will flow to sound projects that can be delivered in a timely fashion. We do recognize that there are sometimes compelling reasons why a project cannot be delivered on its original timeline, and we intend to retain some flexibility in this regard. All requests will be reviewed based on the rationale provided and project history to date. Please note that some agreements may not be eligible for extensions.

If you have any questions with regards to your project or the contract extension process, please don’t hesitate to email [reporting@hctf.ca](mailto:reporting@hctf.ca).

Best Regards,

Jade Neilson

Finance Officer