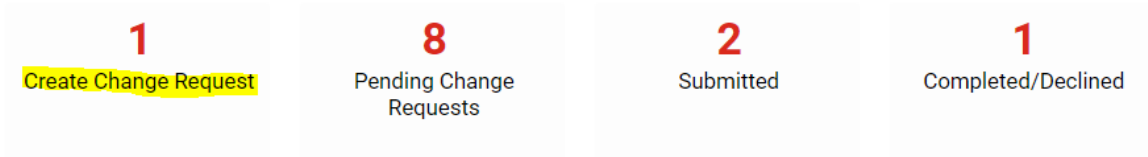## How to use Change Requests

☑ My Change Requests

Click below to create, view, or submit your change requests to existing applications.

1	8	2	1
Create Change Request	Pending Change Requests	Submitted	Completed/Declined

From your Portal, click the Create Change Request button

Create Change Request

	#	Application ID	Application Type	Project Title	Organization	Primary Contact	Amount Requested (CAD)	
Open	1	DF-22A-42-Test Project	Documentary Fund	Test Project in French	Test Productions Inc.	Test Applicant		Change Request

1-1 of 1

Select the relevant application for which you are submitting a Change Request. Please note, you cannot submit Change Requests for applications once they have been Approved.

ROGERS

CHANGE REQUEST DETAILS

Change Request Description

Please outline the details of your change request.

I need to supply an update to our Key Creatives.

* Request Type

☐ Proposed Financing Structure Change
☑ Key Creatives Change
☐ Self-Identification (Voluntary) Change
☐ Other

∨ Key Creatives

Key Creatives Change Request }

Previous Key Creatives

Supply all required information relating to the Change Request, being sure to be as descriptive as possible in your Change Request Description.

Once making the applicable changes, save any updated tables (if relevant), and click "Submit" on the Change Request.

If RGF Staff require more information from you, the Change Request may be sent back to you. It can be found under the "Pending Change Requests" section on your Portal, where you can make the changes RGF Staff have requested.