**Request for change of intervention,**

**intervention period, and/or budget**

|  |  |
| --- | --- |
| Fund | Civil Society Fund |
| Organisation |  |
| Contact person, name and e-mail address |  |
| Intervention titel |  |
| Journal nr. |  |
| Approved intervention period |  |
| Suggested new intervention period |  |

**How this form should be used (delete this manual before submission of the form)**

This form can be used, if you during the intervention have to:

1. Change the period of the intervention. This can for example be if you need to extend the intervention period.
2. Change in the objectives, partnerships or target groups of the intervention, e.g. if there is a need to cancel or add activities that will affect the realisation of the objectives defined for the intervention.
3. Change the approved budget of the intervention. This can for example be if you need to move funds between the main budget lines or need to move funds from the budget margin.

Please read the rules for budget changes before you submit this form to CISU. The rules are described in section 5 of the Grant Management Guide which can be found at [www.cisu.dk/skemaer](http://www.cisu.dk/skemaer).

**The completed form should be uploaded through Vores CISU at** [**https://vores.cisu.dk**](https://vores.cisu.dk) **before the end of the approved intervention period.**

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| --- |
| **Reasons for no cost extension and/or budget revision**  |

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| --- |
| **Budget revision of grant from CISU** |

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| If you wish to fill out the budget in Excel, please use the sheet at [www.cisu.dk/skemaer](http://www.cisu.dk/skemaer). This is inserted in this document or attached to the request. |

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Latest approved** budget for CISU grant\* | Proposed **change** of budget \*\* | Proposed **revised** budget |
| 1.       Activities |   |   |   |
| 2.       Investments  |   |   |   |
| 3.       Staff travels  |   |   |   |
| 4.       Local staff  |   |   |   |
| 5.       Local administration  |   |   |   |
| 6.       Project monitoring |   |   |   |
| 7.       Evaluation |   |   |   |
| 8.       DK partner project related information (PRI) (max. 2% of 1-7) |   |   |   |
| 9.       Budget margin (min. 6%, max. 10% of 1-8) |   |   |   |
| **10.    Total Project costs (1-9)** | 0 |   | 0 |
| 11.    DK Partner audit |   |   |   |
| **12.    Total costs (10 + 11)** | 0 |   | 0 |
| 13.    DK partner administration (max. 7% of 12) |   |   |   |
| **14.    Total**  | 0 | 0 | 0 |

\* Latest budget approved by CISU

\*\* Write “+” or “–“ in front of the amount to indicate whether you wish to add to the budget line or subtract from the budget line. The total of the proposed changes must sum to zero.

|  |
| --- |
| **Budget revision for other financial contributions for the grants** |

If you have other financial contributions supplementing the grant from CISU and you wish to change this, please note the ***changes*** in the table below, as well as explain the reasons for the changes.

If you do not have other financial contributions to the grant or if you do not wish to change it, do not fill out the table.

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Latest approved** budget for CISU grant\* | Proposed **change** of budget \*\* | Proposed **revised** budget |
| 1.       Activities |   |   |   |
| 2.       Investments  |   |   |   |
| 3.       Staff travels  |   |   |   |
| 4.       Local staff  |   |   |   |
| 5.       Local administration  |   |   |   |
| 6.       Project monitoring |   |   |   |
| 7.       Evaluation |   |   |   |
| 8.       DK partner project related information (PRI) (max. 2% of 1-7) |   |   |   |
| 9.       Budget margin (min. 6%, max. 10% of 1-8) |   |   |   |
| **10.    Total Project costs (1-9)** | 0 |   | 0 |
| 11.    DK Partner audit |   |   |   |
| **12.    Total costs (10 + 11)** | 0 |   | 0 |
| 13.    DK partner administration (max. 7% of 12) |   |   |   |
| **14.    Total**  | 0 | 0 | 0 |

\* Latest budget approved by CISU

\*\* Write “+” or “–“ in front of the amount to indicate whether you wish to add to the budget line or subtract from the budget line. The total of the proposed changes must sum to zero.