**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 the Grant Management Guide which can be found at [**www.cisu.dk**](http://www.cisu.dk).

**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. Local partner activities |  |  |  |
| 2. Local partner investments |  |  |  |
| 3. Local partner staff and volunteers |  |  |  |
| 4. Local partner administration |  |  |  |
| 5. External evaluation |  |  |  |
| 6. DK partner activities and project monitoring |  |  |  |
| 7. DK partner project supporting costs |  |  |  |
| **8. Total activity costs** |  |  |  |
| 9. DK partner project related information (PRI) |  |  |  |
| **10. Total project costs** |  |  |  |
| 11. Budget margin |  |  |  |
| 12. DK partner audit |  |  |  |
| **13. Total costs** |  |  |  |
| 14. DK partner administration |  |  |  |
| **15. Total** |  |  |  |

\* 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.