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Request for changes

PROGRAMME

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| Organisation |  |
| Contact person, name, and e-mail address |  |
| Title of programme |  |
| Journal no. |  |
| Approved programme period |  |

**How to use the form *(this section should be deleted before submission of the form)***

This form must be used, if during the programme period you need to make changes in the programme. The following changes require pre-approval from CISU:

* Changes in the outcomes, partnerships, or target groups of the programme, e.g., if there is a need to cancel or add activities that will affect the realisation of the outcomes defined for the programme.
* Reallocations between countries and/or outcomes above 10 percent of the smallest of the main budget lines affected.
* Reallocations of funds from Local Partner Activities (A2) to either DK Partner Direct Activity Costs (A1) or DK Partner Support Costs (A3).

The rules regarding changes is described in more detail in the ‘Grant Management Guide’, which you can find at [www.cisu.dk](http://www.cisu.dk).

**Steps:**

1. **Describe the reasons for the need for changes below.**
2. **If budget changes, you should make revisions directly in the latest approved budget and highlight the changes made.**
3. **Upload the form via Vores CISU and send, if relevant, the revised budget to** **puljer@cisu.dk**

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| **Reasons for changes and the implications of the changes:**  |