

Bilateral Climate Finance Programme Austria

Guidance for Project Change Request

The Grant Request is integral part of the Grant Agreement. Changes to the project therefore affect the Grant Agreement and require prior written approval by the Grantor. If it becomes evident that the project will exceed the planned time schedule, a project extension must be applied for as early as possible. Similarly, if budget changes are required, a reallocation request must be submitted and likewise require the approval of the Grantor.

Requests for approval of changes must be addressed in writing to the Grantor or the Programme Management Office. A template “project change request” can be found under: www.climatefinance.at

Project extension

An extension of the project duration specified in the contract must be approved in advance by the Grantor.

The request should contain the following information:

- **New project end date**
- **Justification for the extension** based on the project’s progress till to date
- Updated **time schedule**
- Impact on scheduled **disbursements** (schedule, amounts)

Budget reallocation/extension

Budget reallocation during project implementation must be approved in advance by the Grantor.

The applicant must provide a justification for each budget item affected by a budgetary reallocation and clearly specify the activity as outlined in the Grant Request. Budget extension is generally not foreseen and may be granted on an exceptional basis, only.

Any budget request must include the following information and documentation:

- **Details of the specific budget lines** affected by the reallocation/budget extension
- **Justification** for each budget item impacted by the reallocation/budget extension
- **Amounts** to be reallocated/extended
- **Impact on disbursements** (schedule, amounts)
- **Revised budget:** Budget Proposals adapted (Excel) in order to give a comprehensive budget overview including the following columns:
 - already finalized financial reports
 - remaining budget
 - new remaining budget (considering the budget reallocation)
 - new total budget.

The modified budget lines are to be clearly marked.

The written request for changes is to be signed by the authorized signatory(s) of the Grant Recipient.